

Raymond Central Public Schools Board of Education Regular Meeting

Wednesday, July 14, 2021 at 6:00 PM Central

Raymond Central Jr-Sr High School - Mustang Room

1800 West Agnew Road

Raymond, NE 68428-9783

Present: Matt Blanchard, Brad Breitreutz, Cathy Burklund, Dr. Harriet Gould, Bill Lange,

Absent: Derek Matulka. Also attending were: Lynn Johnson, Interim Superintendent; Allison Stansberry, Secondary Principal; and Brian Gralheer, Asst Principal/Athletic Director.

Call to Order and Pledge of Allegiance

President Gould called the meeting to order at 6:00 PM and the Pledge of Allegiance was said.

Motion to Excuse Board Member's Absence

Motion by Breitreutz, second by Lange to approve the absence of Derek Matulka. RCV 5-0. Motion carried.

Open Meeting Law

The audience was reminded that the Open Meeting Laws would be followed.

Consent Agenda

Motion by Burklund, second by Breitreutz to approve the consent agenda as presented including the regular meeting minutes of June 16, 2021; workshop meeting minutes of July 7, 2021; June Financial Statement; and July monthly bills. RCV 5-0. Motion carried.

Regular Minutes of June 16, 2021 and Board Workshop on July 7, 2021

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

Public Forum

Discussion Items

Administrative Reports

Submitted by Allison Stansberry, Jr-Sr High School Principal

Congratulations to Rosalie Tvrdy for being selected into the Youth Leadership Lincoln Program. Selected members spend one day a month together. The Youth cohort is interactive and hands-on helping the participants develop leadership and team participation skills. They have the opportunity to meet with community leaders from across Lincoln and learn how they can help maintain the quality of life we enjoy. Each month during the year they'll learn about community visions, business, government, human services, and health.

Theme this year will be "Making Waves" - As the tides change, after a challenging year, we come together as a staff and as a community in a new way with a deepened focus on impact, both individual and collective. In considering when, where, how, and why we make an impact, we strive to create a steadfast sense of belonging amongst the turbulent currents around us. We strengthen and empower ourselves and support each other so that we can make a positive difference in the world

around us. We'll do this by reconnecting with one another with joy at the center; this can be a buoyant and positive force for ripples of change.

Open House/Orientation - We will be sending communication out next week regarding Back to School Open House/Orientation. Currently, the plan is as follows:

August 4th:

3:00-6:00 (Grades 7-12)

6:30-8:00 (6th Grade Orientation)

August 5th:

1:00-6:00 (Grades 7-12)

6:30-8:00 (6th Grade Orientation)

We plan on doing the 6th grade orientation similar to last year. We will have families sign up for a night and go through 3 rotations: Handbook, Technology, Fees/Forms/Etc.

One thing that will help our process is having our forms online. This will allow families to fill these out at home so when they come in they just have to take care of fees, chromebooks, etc. We will have computers set up and available for families to use if they choose to fill them out here.

Cell Phone Policy - Research: <https://awayfortheday.squarespace.com/survey>

As you have or will see in the Student Handbook, we are updating the handbook to align with Board Policy. Previously, the handbook stated that electronic devices would be up to the discretion of the teacher. As we find, phones are becoming more of a disruption to the learning environment and having an impact on the learning of our students. Therefore, the handbook was updated to state the following based on **School Board Policy 5101:**

Electronic Devices:

- a. **Philosophy and Purpose.** The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. **Definitions.**
 1. "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- c. **Possession and Use of Electronic Devices.**
 1. Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 2. Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student

possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
4. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. **Violations.**

- i. **First Violation.** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- ii. **Second Violation.** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- iii. **Third Violation.** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

*We will be emailing home with this change and update next week along with information regarding the open house/orientation.

Classes: One thing that is important to bring to light is that we are seeing an increase in class sizes in the junior high. For example, our 7th grade reading class has sections of 26 and 27 students. Due to the nature of scheduling and current staffing, offering more sections of reading is not an option at this time. Also, in August I will update with current enrollment numbers by grade level.

We are still looking for an Industrial Tech Teacher. We are hoping we can find someone to step into

the role at least the second semester.

Upcoming Dates:

July 27th-July 30th: Administrator Days (Kearney)

August 3rd/August 4th: Back to School Open House/Orientation

August 3rd: K-8 Discovery Ed Training

August 4th: 9-12 Discovery Ed Training

August 5th: New Teacher Training

August 6th: All Staff Return

August 11th: First day with students (12:00 Dismissal)

Submitted by Brian Gralheer, Assistant Jr-Sr High School Principal/Athletic Director

I think I can speak for our coaches when I say that it is great to have a normal summer. The restrictions of last year did not allow us to host team or youth camps, and also restricted our athletes' access to the weight room. It is great to have our youth and varsity players back in the weight room and in the gym doing the things they love.

- Our JH and HS volleyball teams are expecting record numbers for the upcoming fall. Some of the camp sessions in June had to spill over to the new gym for capacity purposes. It is certainly a good problem to have. They have also participated in team camps in Waverly and Wayne State.
- Our Boys BB team has stayed busy with consistent open gyms, leagues and camps in Lincoln and Concordia.
- Our Girls BB team has also been active in summer activities with games at UNK, Sterling, and in Lincoln.
- Mustang Softball has stayed busy as well hosting youth camps and competing in a team camp at Millard South.
- The Football team has been competing in a 7-on-7 league in Ashland and Platteview.
- The Wrestling team competed in the Chadron State and Wilber-Clatonia team camps.

Some key dates to note for the upcoming fall sports season:

- 8/9/21 - First day of Fall Practice
- 8/9/21 - 6:30 PM - Parent Meeting in the Main Gym - Followed by breakout sport-specific meetings in various locations.
- 8/11/21 - Fall Sports Pictures - Senior Athlete Pictures - 3:00 PM
- 8/16/21 - Softball Jamboree vs Wahoo @ Valparaiso - 6:00 PM
- 8/23/21 - Volleyball Jamboree @ Hastings St Cecilia - 5:30 PM
- 8/26/21 - XC Meet @ East Butler - 4:30 PM
- 8/27/21 - Football @ Fillmore Central - 7:00 PM

Submitted by Shelly Dostal, Elementary Principal at Valparaiso/K-5 Curriculum Director

Summer Academy finished their last day on July 1. A huge thank you to the families and staff who made this program possible. Civic Nebraska provided wrap around child care at a discounted rate and provided transportation to the Ceresco site from Valparaiso. Jumpstart Kindergarten Class will meet the last two weeks of July for an abbreviated session this year. Thank you to Mrs. Kendra Carlson and her assistants for leading this program.

Plans are being developed for the 2021-2022 school year. The administrative team has met and continues to move forward, supplies and materials have been ordered, custodial crews have been working in the building, classroom spaces have been assigned and teachers are gearing up for the year. Class size numbers continue to be a concern with the smallest class at 22 and most at 24-25. The School Improvement Team will meet again in August. The back to school PTO pool party will be held on July 30 from 6:00-8:00 PM at the Wahoo pool. New teachers will attend RC orientation on August 5 with all staff reporting on August 6. New to the education profession teachers will attend the ESU#2 New Teacher Academy on August 2 and 3. Meet and Greet your teacher time is scheduled for August 9. The first day of school will be August 11, dismissing at the elementary at 11:45am.

The administrative team has been busy. Personally, I have been reviewing data, attending various webinars and will continue to attend meetings virtually and in person throughout the remainder of the summer. The administrative team will attend the annual Nebraska Administrator Days Conference in Kearney on July 28-30.

Mrs. Lopez will complete her administrative assistant duties on July 30. She will train new hire Kindra O'Malley on July 26-30. Congratulations to Kathleen Cooper and family on the birth of her son Joseph on June 28.

The handbook has been updated for board approval. Please see proposed changes.

Submitted by Ann Egr, Elementary Principal at Ceresco/Special Education Director Elementary

Updates and revisions to the 2021-22 handbook have been made. The proposed changes are a separate item for board approval.

Custodial staff continues to working hard! The facilities look great!

We need to be mindful of the elementary class sizes. The smallest class is 23 and that is kindergarten.

Meet and Greet night is scheduled for August 9, 2021. I can't believe that is right around the corner!

The Administrative Team will be attending Administrator Days at the end of July. This event will be in person at Kearney.

Elementary Summer Academy Wrap Up - 12 Sessions

**Attendance varied due to vacations that were scheduled prior to the planning of Summer Academy and also prescheduled RC volleyball camp.

Valparaiso

Number of students attending: 28

- Attendance: 15 students had perfect attendance; 5 students missed one day; 3 students missed 2 days.
- Overall attendance rate: 90.8%
- Staff members at Valparaiso included: Mrs. Kendra Carlson, Mrs. Cindy Peterson, Mrs. Jamie Enevoldsen, Mrs. Shelly Hlavaty, Mrs. Ashley Carlson, Mrs. Melani Nelson, and Mrs. Yvonne

Brenner. Substitutes were Mrs. Maggie Niewohner and Mrs. Kris White. Mr. Matt Smith transported students each day.

Ceresco

Number of students attending: 30

Attendance: 10 students had perfect attendance; 9 students missed one day; 11 students missed more than 2 days. Overall attendance rate: 88%

Staff members at Ceresco included: Mrs. Monica Blank, Mrs. Traci Hummel, Ms. Diane Ahlsrand, Miss Makenzie Fredrickson, Ms. Cherie Swanson, Mr. Matt Smith, Mrs. Leann Wiese, and Mrs. Kathy Fredrickson. Substitutes were Mrs. Maggie Niewohner and Mrs. Kris White. Mr. Matt Smith drove the bus.

Out of the mouths of children, "I thought this was going to be boring, but it was really fun!" A student who was hesitant to participate in Summer Academy had perfect attendance.

Two other students exclaimed, "This was the best day ever!"

Reluctant readers asked to take home books to read over the summer. Valparaiso students completed 1,083 units using the Lexia reading skills program while Ceresco students completed 1,097 units.

Students also enjoyed making ice cream, creating bridges, and programming with the Bee Bots, S'mores pizza box oven, and the Pringle Challenge.

Curriculum Report

Superintendent's Report

Summer Facility updates are progressing as expected. The roof project is almost finished, the installation of the portable unit is on track with siding and plumbing as the next major phases. The cement work out by the new storage shed has been completed. The striping of the parking lot is the remaining 'big' project for the summer.

Administrator Workshop - The six administrators are planning to attend the in person Administrator Days workshops at the end of July. One of the days is devoted to NDE updates and insights.

Goal 1: Ensure continuing well being of staff and students by creating an equitable framework for responding to and recovering from a pandemic.

Goal 2: Continue the creation of a 10-year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets.

Goal 3: Develop progress monitoring tools to evaluate the effectiveness of district initiatives to ensure the sustainability over time.

2021-2022 Raymond Central Strategic Plan

Facilities Report

Review of Technology Plan

Kidwell has finished installing the new camera on the outside of the high school.

We are currently working on inventorying the Chromebooks. Keely Schaffer and Steve Rose have been working to sort through the iPads to see which ones can be utilized in the elementary technology classes, kindergarten, and PK. When that is finished we will set up the elementary Chromebook carts.

New staff computers are being set up and some have already been in to pick them up.

Update of Raymond Central Crisis and Safety Protocol

Committee on American Civics (Breitkreutz - chair, Springer, Burklund)

Transportation Committee (Breitkreutz- chair, Springer, Lange)

Finance Committee (Springer- chair, Blanchard, Breitkreutz)

Facilities Committee (Blanchard- chair, Springer, Burklund)

Negotiations Committee (Blanchard - chair, Gould, Lange)

Curriculum Committee (Gould - chair, Burklund, Lange)

Policy Committee (Springer- chair, Gould, Lange)

NASB Monthly Update

Review Student Participation Numbers

Brian Gralheer presented Raymond Central student participation numbers by activity/grade level and the last five years history. He also presented data using academic information from Raymond Central students indicating that participation in extracurricular activities does show an increase in academic success.

Discuss the Return to Learn plan for the 2021-22 school year.

The draft of our 2021-2022 Safe Return to School Plan will be posted to the website asking for feedback, comments, input from patrons. The Board will meet to review any changes prior to posting the final plan.

Review Public Forum Presentation(s) - Consider, discuss, and take all necessary action

Action Items

Approval of Staff Resignation(s)

Motion by Burklund, second by Lange to accept the resignation of Deb Shanahan as Valparaiso Cook. RCV 5-0. Motion carried.

Approval of Staff Appointment(s)

Motion by Blanchard, second by Breitkreutz to approve the staff appointment of Kindra O'Malley as Valparaiso Administrative Assistant, Step 1. RCV 5-0. Motion carried.

Approval of Substitutes

Motion by Burklund, second by Lange to approve Trisha Alexander as substitute teacher; Samantha Kenning as local substitute teacher; and Megan Johnson as substitute paraeducator. RCV 5-0. Motion carried.

Approval of Propane Bid

Motion by Breitkreutz, second by Lange to accept the propane bid of \$1.389 from Otte Oil & Propane as the supplier for district tanks from September 1, 2021 through August 31, 2022. RCV 5-0. Motion carried.

Approve changes to technology forms.

Motion by Breitkreutz, second by Burklund to approve changes to the 2021-2022 Technology Forms presented. Grades 1-2 will be moving to chromebooks with Kindergarten being the only grade using ipads. RCV 5-0. Motion carried.

Approval of elementary and secondary student/parent handbooks

Motion by Breitreutz, second by Blanchard to approve changes to the 2021-2022 Elementary and Secondary Student/Parent Handbooks as presented. RCV 5-0. Motion carried.

Approval of Staff Handbook

Motion by Lange, second by Burklund to approve changes to the 2021-2022 Staff Handbook as presented. RCV 5-0. Motion carried.

Raymond Central's Updated Teacher Evaluation Tool (process, protocol, and rubric) - Consider, discuss and take all necessary action

Motion by Burklund, second by Gould to approve the Updated Teacher Evaluation Tool (Process, Protocol, and Rubric) as presented. RCV 5-0. Motion carried.

Approval of Foreign Exchange student from Spain for the 2021-22 school year.

Motion by Blanchard, second by Lange to approve a Foreign Exchange Student from Madrid, Spain for the 2021-2022 school year. RCV 5-0. Motion carried.

Approval of budget workshop date.

Motion by Breitreutz, second by Lange to approve the Budget Workshop date of Wednesday, August 25, 2021 at 6:00 PM. RCV 5-0. Motion carried.

Approval of Next Regular Board of Education Meeting - Wednesday, August 11, 2021

Motion by Blanchard, second by Breitreutz to approve the next regular Board Meeting for Wednesday, August 11, 2021 and also a Special Board Meeting for Monday, July 26, 2021. RCV 5-0. Motion carried.

Adjournment

Motion by Blanchard, second by Breitreutz to adjourn the meeting at 6:46 PM. RCV 5-0. Motion carried.

Important Upcoming Dates:

- August 5 - New Teacher Meetings
- August 6 - K-12 Staff PD
- August 9-10 Teacher Workday/PD
- August 11 - First Day of School for Students
- August 11 - Regular Board of Education Meeting @ 6:00 PM

Raymond Central Public Schools Board of Education Regular Meeting

Wednesday, June 16, 2021 at 6:00 PM

Raymond Central Jr-Sr High School

1800 West Agnew Road

Raymond, NE 68428-9783

Present: Matt Blanchard, Brad Breitreutz, Cathy Burklund, Dr. Harriet Gould, and Bill Lange. Also attending were Dr. Derrick Joel, Superintendent; Allison Stansberry, Secondary Principal; Brian Gralheer, Asst Principal/Athletic Director; and Shelly Dostal, Valparaiso Elementary Principal.

Call to Order and Pledge of Allegiance

President Gould called the meeting to order at 6:00 PM and the Pledge of Allegiance was said.

HEARINGS

President Gould announced that the Hearings for three policies (5415 Bullying, 5419 Restraint and Seclusion, 6400 Parent Involvement) were open for discussion. There was no public input and the Hearings were closed.

Open Meeting Law

The audience was reminded that the Open Meeting Law would be followed.

Consent Agenda

Motion by Blanchard, second by Lange to approve the consent agenda as presented including the regular meeting minutes of May 12, 2021; May Financial Statement; and June monthly bills. RCV 5-0. Motion carried.

Correspondence/Recognition

Thank you to the Raymond Central staff, students, families and communities for making the 2020-2021 school year a success!

Congratulations to Lynn Johnson for being named the Interim Superintendent for the 2020-2021 school year.

Dr. Gould presented JoAnn Lopez with a Retirement Plaque honoring her 23 years of service to Raymond Central. Dr. Gould also presented Dr. Joel with a Plaque of Appreciation for serving as the Superintendent of Raymond Central Public Schools from July 2017-June 2021.

Administrative Reports

Submitted by Allison Stansberry, Jr-Sr High School Principal

We made it! It is hard to believe that we have already been out of school for a month. I took a week off and had a "staycation". It was so nice to spend time with my family, even if we have been at the ball fields every night since the beginning of May! I have also started my doctoral classes so taking the week to rest and re-energize was much needed as we head into a busy summer of planning and prep for the 2021-2022 school year.

Graduation: The commencement ceremony for the class of 2021 was a success! I am so glad that we were able to have a traditional ceremony to celebrate the success and accomplishments of our students and give them a proper send off to their next journey.

We had our Administrative Retreat this week (June 9-10) with Albert DuPont. It was a great two days and I personally felt that we accomplished a lot. I appreciate Derrick continuing with this retreat and being a part of the conversations and training to ensure we keep the momentum going with the work that we have in front of us.

As we look forward to the 2021-2022 school year, we have many staff joining us at the Jr/Sr High. Those staff members are: Court Croghan: Special Education; Jen Highstreet: Special Education; Johanna Jackson: 6th Grade; Jenna Winfrey: ELA; Alisha Starner: ELA; Katie (Arp) Donahue: Ag/FFA; Aliya Spale: Vocal Music; TBD: Industrial Tech (We are still searching).

Cell Phones/Smart Watches: We are working on developing and updating our current cell phone expectations outlined in the handbook. It is evident that cell phones and smart watches are becoming more of a distraction for our students. Why we understand and support a technology forward school, we also want to help teach and promote appropriate digital citizenship. We want students to be able to be more present and engaged in their learning by removing a major temptation and distraction. We also want to promote face to face social interaction and connections. We have been doing research and also have reached out to the other conference schools to see what they are doing. I will provide an update in July with what that will look like.

We are getting more option enrollment forms coming in. Come August, I will update where our numbers are for each grade level. July is typically a popular time for enrollment.

Submitted by Brian Gralheer, Assistant Jr-Sr High School Principal/Athletic Director

Congratulations to our State Track/Field qualifiers: Grace Mueller (Long Jump, Triple Jump, 200, 4x100); Lauren Proski (Shot Put); Halle Heiss (4x100); McKenna Gehle (4x100); Madi Lubischer (4x100); Christian Schweitzer (Shot Put, Discus); Andrew Otto (High Jump, Triple Jump). Special CONGRATULATIONS to our State Medalists: Grace Mueller placed 5th in the Triple Jump and is the Class C State Champion in Long Jump! Christian Schweitzer was the Class C Runner-Up in Shot Put!

The Lincoln Lutheran/Raymond Central girl's soccer team ended their season with a semifinal loss to Omaha Skutt in the State Tournament. They defeated Columbus Scotus in a shootout in the first round. They had a great season. Sierra Springer was recognized as first-team All-Class B by Lincoln Journal Star and Honorable Mention by Omaha World Herald.

The Branched Oak Bucks have played their last game. After meeting with Malcolm officials, we have decided to allow the cooperative agreement for baseball to expire on June 1st. With overall numbers approaching the 60s, we felt it was time to move forward on our own. I would like to thank the players, parents, and coaches for making this coop work so well over the past few years. Dallas Sweet (Malcolm AD) and I met last week to discuss next steps for baseball: We split our schedule then worked to fill in the rest of each of our schedules with additional games. Dallas and I are working with the NSAA to create a Class C for baseball. We feel like this would be a tremendous benefit for like-sized schools across the state. We will co-write a proposal to go in front of ADs in November to potentially be effective Spring 2023.

Summer conditioning is off and running. We have seen great numbers thus far. Coaches have also been holding summer camps/leagues. I have had many thankful reports to be able to have a "normal" summer for activities.

Submitted by Shelly Dostal, Elementary Principal at Valparaiso/K-5 Curriculum Director

Assessment – Student report cards were mailed to families. School and district reports are being sent to and verified with NDE. Thanks to Mr. Steve Rose who does a great job keeping the computer data systems communicating so our "errors" are minimal. We will not have results of state wide (NSCAS) assessments until at least August.

School Improvement - The School Improvement Team met the last week of school to wrap up from 2020-21 and begin planning for 2021-22. We will meet again before school starts.

May 17-20 was devoted time to professional learning. Training for CPI, Grading and Assessment, the new teacher evaluation system, as well as curriculum development were held. PLCs met for the final time this year. In addition, grade level transition meetings were conducted.

The administrative team met for professional learning on June 9 and 10. ESU#2 and NDE are hosting various trainings this summer for administrators and teachers. We appreciate staff continuing their professional learning during the summer months.

We hosted many events for students during the last week of school. Students participated in a fun track and field day organized by Ms. Kalyn Brannagan. We had an assembly facilitated by Wildlife Encounters and sponsored by the PTO that the students really enjoyed. Thank you to Mrs. Cindy Peterson and Mrs. Lori Maxwell for facilitating end of year picnic activities. The annual end of year Awards Assembly was held on May 14. Students were recognized for various achievements including MUSTANG awards. Staff members were recognized for their service to RC. Special thanks to Mrs. Andrea Rockemann for the outstanding video presentation of highlights throughout the year. All of the events made for a way to celebrate the end of this unprecedented year!

Summer Academy 2021 - Classes began on June 8 and will continue through July 1. Students are attending each Tuesday, Wednesday, and Thursday from 9:00-11:30 AM. After the first day, a student reported to a teacher, "I thought this was going to be boring, but it was really fun!"

Mrs. Kendra Carlson and Mrs. Heather Bohac will host Kindergarten Jump Start at the end of July for invited students starting kindergarten in August. The structure will be different this year since we are also hosting Summer Academy.

Summer maintenance has begun. Thank you to our dedicated maintenance crew for their efforts. We will only have a few weeks this summer without students and staff in the building so getting all the maintenance completed will take a combined effort.

In planning for 2021-22, we are watching enrollment closely. Currently, the smallest class in Val is 21, with most classes at 24-25.

Thank you to the BOE for cookie treats during Teacher Appreciation Week!

Congratulations to Mrs. Jo Ann Lopez who will be retiring at the end of July!

Submitted by Ann Egr, Elementary Principal at Ceresco/Special Education Director Elementary

Elementary-
Thank you to Mr. Strouf and Mr. Luke for all your hard work coordinating the grades 3-5 music virtual program. Miss Brannagan did a wonderful job organizing the Field Days for both schools. The students loved it.

The end of the year was celebrated by having a school picnic and going to the Highway Park. It was a beautiful day. Summer Academy completed the first week June 7-11. Thank you to all the teachers (Mrs. Blank, Ms. Ahlstrand, Miss Fredrickson, and Mrs. Hummel) and support staff (Mr. Smith, Mrs. Fredrickson, Mrs. Wiese, and Ms. Swanson) for making this first week of Summer Academy a great experience.

End of the year cleaning and building maintenance has begun. The maintenance crew did a great job of completing before Summer Academy started.

Civic Nebraska is offering wrap around services during the Summer Academy. Mrs. Kara Nelson and staff are doing a wonderful job.

Special Education-

Summer is a busy time for the end of the year Special Education reporting. Nebraska Department of Education (NDE) requires numerous reports for SpEd accountability. The Special Education Discipline Report, Snap Shot, and Non-public meeting are all due next week.

Congratulations to Lori Maxwell who retired at the end of the year. We are grateful for your service and dedication to the district.

Superintendent's Report

As you all know, this will be my final board meeting as a Raymond Central Mustang. Thank you for all of your support over the past four years. My family and I appreciate everything the school and community have done over the past couple of nights. We will miss Raymond Central! I will make sure the interim superintendent has everything they need to hit the ground running.

Administrative Two Day Retreat Update - Last Wednesday and Thursday, the administrative team spent time together in developing roles and responsibilities, team building, and becoming more skilled with teacher evaluation. Our Executive Coach, Albert DuPont, led the retreat which resulted in healthy conversations and a better understanding of our team's strengths, weaknesses, and overall roles.

Albert will be back in August to continue this work with the interim superintendent. I can honestly say the unintended positive outcome of the EIR grant was meeting and working with an Executive Coach. Albert has stretched our thinking and increased our own leadership capacity.

Teacher Evaluation (Board Action Needed in July) - As part of our leadership retreat, the team spent time practicing, observing, and evaluating teachers using videos from the Teacher Channel. This was an important step as the document moved from "created" to "implemented". The administrative team will be reviewing and editing the "process and protocols" and present it to the board at the July meeting.

The Board of Education will need to approve the evaluation tool, and then it will be submitted to the State of NE for approval. TeachBoost, the online software that will drive the evaluation process, has been built and is ready to train our staff on use.

Lancaster County Health Department Update - The Health Department let the Directive Health Measure (DHM) expire on June 16. Over 18 and older, 64% of the population has been vaccinated. They would like to see this percentage higher. With the expiration of the DHM, quarantine and isolation will still occur when necessary. They are still recommending following safe practices and protocols.

Facilities Report

The main drive and bus loading/unloading zone have been asphalted. Jared will be striping the areas when the parking lot lines are re-painted.

Elementary schools have been cleaned and waxed. Summer Academy is happening now, touch-ups will be done after it is over.

The crew is currently working to clean, wax, and complete projects at the Jr/Sr High School.

All the material is onsite for the portable to be constructed. Genesis will begin with creating the foundation for the structure.

The waterway project continues to make progress.

The Jr/Sr High School flat roof project is on target to be completed by mid-July.

The Jr/Sr High School HVAC project is moving forward and on target to be completed by the end of July.

Review of Technology Plan Submitted by Keely Schaffer

Following are some of the projects I will be working on this summer: Adding/updating Cameras - Waiting for confirmation from Kidwell; Phone Paging System - Done; Porting the Phone System - In Progress; Setting up teacher accounts - In Progress; Setting up teacher computers - In Progress; Setting up Chromebooks - In Progress; Setting up Student Accounts - In Progress; Website Updates - In Progress; Computer Updates - In Progress; Re-Imaging the computers - In Progress.

Chromebooks - We successfully checked in 545 Chromebooks. I am slowly getting through them, fixing any issues with them, and re-labeling them for next year. We have received all the Chromebooks which were ordered throughout the last year. These new Chromebooks will go to the 3rd grade class and the 9th grade class. The 1st & 2nd graders will also receive touch screen Chromebooks.

Teacher Computers - I have begun the process of setting up the new staff computers. My goal is to have them finished by June 23.

Video Board - Tasha and I have been working on updating the video board outside the Mustang Room. We have been starting to add pictures, content, and update records.

Website Updates - Worked on Staff Directory - In Progress; I have removed staff off the "Staff Directory" page (still need to remove from individual "Staff" page under each school); Edit the old "Staff" page under each school and transition to the Staff Directory; Added Articles; Updated Camp Information as the coaches send it in; Posted School board vacancy; Posted before and after school form.

Appendix B Updates

Motion by Breikreutz, second by Burklund to approve changes to the 2021-2022 Co-Curricular Salary Schedule Appendix B as presented. RCV 5-0. Motion carried.

Approval of Annual District Policy Updates

Motion by Lange, second by Breikreutz to approve annual district policy updates from Perry Law Firm including: Policy 1200-Anti-Harassment; Policy 3132-Internal Controls; Policy 4003-Employee Antidiscrimination; Policy 4007-FMLA; Policy 5002-Affidavit; Policy 5401 and 5401z-Equal Opportunity; and Policy 6600-Special Education. RCV 5-0. Motion carried.

Action Items:

Approval of Staff Resignations

Motion by Burklund, second by Lange to accept the resignations of Jacki Barry, Preschool Teacher and JoAnn Lopez, Valparaiso Principal's Secretary. RCV 5-0. Motion carried.

Approval of Staff Appointment

Motion by Breikreutz, second by Blanchard to approve the staff appointment of Alisha Starner as ELA Teacher, BA Step 1. RCV 5-0. Motion carried.

Approval of Temporary Appointment to Serve Ward 4

Motion by Burklund, second by Blanchard to temporarily appoint Derek Matulka to serve on the Raymond Central School Board Ward 4 to fill the vacancy created by Lori Springer's resignation. The term will end in December of 2022. RCV 5-0. Motion carried.

Approval of Policies

Motion by Blanchard, second by Burklund to approve Policies 5415 Bullying, 5419 Restraint/Seclusion, and 6400 Parent Involvement. RCV 5-0. Motion carried.

Approval of 2021-2022 Milk Bids

Motion by Breikreutz, second by Lange to approve Hiland Dairy as the milk supplier for the 2021-2022 school year. RCV 5-0. Motion carried.

Approval of 2021-2022 Lunch Prices

Motion by Breikreutz, second by Burklund to retain school breakfast and lunch prices for students and adults with no increase for the 2021-2022 school year. RCV 5-0. Motion carried.

Approval of Surplus Item

Motion by Lange, second by Gould to approve a Toshiba TV/VCR Combo as surplus. RCV 5-0. Motion carried.

Approval of Next Regular Board of Education Meeting

Motion by Lange, second by Burklund to approve the next regular Board Meeting for Wednesday, July 14, 2021. RCV 5-0. Motion carried.

Adjournment

Motion by Gould, second by Breitreutz to adjourn the meeting at 6:43 PM. RCV 5-0. Motion carried.

Claims: Abby Spangler-Sup \$81.46; Activity Workers- \$420.00; Allison Stansberry-Mil \$293.44; Amanda Ehlers-Mil \$106.18; ASI-Ser \$50.00; Awards Unlimited-Sup \$68.46; Becky Studebaker-Ser \$30.00; BOK Financial-Bond Pymt \$52,068.75; Brad Breitreutz-Ser \$40.00; Brian Gralheer-Mil \$687.68; Brooke Cheleen-Ser \$1,059.98; BPPD-Ser \$4,300.16; Cash-Wa Dist-Sup \$25,216.94; CDW Government-Sup \$15,693.20; Central Restaurant Products-Sup \$7,206.24; Cognia-Ser \$4,800.00; Derrick Joel-Mil \$137.20; Dianne Coffin-Ser \$4,160.16; Dietze Music-Sup \$26.36; DominaLaw-Fee \$20,794.74; Donald R. Prentice-Ser \$190.00; Eakes Office Solutions-Sup \$3,874.44; ESU #2-Ser \$12,479.75; Electronic Contracting Co-Ser \$81.00; Facility Advocates-Ser \$95,000.00; Family Services-Ser \$1,525.00; Frito-Lay-Sup \$3,866.08; General Fire & Safety-Sup \$696.00; Green`s Furnace & Plumbing-Rep \$688.60; Grundmeyer Leader Search-Ser \$2,500.00; Harold Pester-Sup \$87.26; Hiland Dairy-Sup \$982.78; Home Depot Pro-Sup \$76.21; Hydro Optimization & Automation Sol-Rep \$610.50; Illuminate education-Ser \$2,247.50; Jackson Services-Sup \$150.75; James Merchant-Ser \$1,983.50; Jamie Enevoldsen-Sup \$61.49; Johnstone Supply-Sup \$452.78; Jones Bank-Lse Purch \$220,423.36; Jordan Luke-Sup \$39.45; JourneyEd.com-Ser \$2,450.00; Kidwell-Sup \$9,845.00; Kim Hudson-Sup \$105.93; Kindra Fox-Ser \$4,530.02; Kiner Supply Co-Sup \$862.61; Leann Wiese-Ser \$40.00; Liberty Lawn & Landscape-Ser \$630.00; Lincoln Mobility-Fee \$50.00; Loreen Morgan-Sup \$164.38; Louisville High School-Fee \$100.00; Matheson Tri-Gas-Sup \$58.00; Matt Smith-Ser \$40.00; Menards-Sup \$413.37; Michael Henderson-Ser \$288.00; Miranda Basel-Sup \$94.75; NE Ctr Educ Children Blind/Visually Impaired-Ser \$1,029.60; NE Public Health Environmental Lab-Ser \$830.00; Nelson Gas & Oil-Sup \$359.75; NPPD-Ser \$17,434.58; Oak Valley Lumber-Sup \$113.80; OPPD-Ser \$2,367.19; Paper101-Sup \$6,609.97; Patty Hudson-Sup \$666.28; Pavers-Asphalt \$75,105.00; Payroll- \$620,544.44; Perry Law Firm-Ser \$1,456.50; Pitney Bowes-Ser \$666.05; RC Athletics-Sup \$1,009.86; RC JH Volleyball-Rei \$71.50; Really Good Stuff-Sup \$153.69; Rebecca Monroe-Ser \$30.00; Renaissance Learning-Ser \$3,974.00; Rhonda Madsen-Ser \$40.00; Rivalry-Sup \$206.35; Sam's Club-Sup \$150.56; Saunders County Clerk-Ser \$100.00; Schoolbinder, Inc (TeachBoost)-Ser \$11,457.00; Scott Tvrdy-Ser \$720.00; Seth Strouf-Mil \$42.55; Sherwin-Williams-Sup \$1,661.08; Stacey Doan-Sup \$445.58; Steve Rose-Mil \$354.71; Sweet Pea Market-Sup \$7.16; Sysco Lincoln-Sup \$3,924.86; Tasha Osten-Sup \$30.57; TK Elevator Corp-Sup \$280.00; TraxMethod-Ser \$5,040.20; US Bank Equip Finance-Ser \$4,412.97; US Bank-Sup \$6,397.68; Village of Ceresco-Ser \$299.64; Village of Valparaiso-Ser \$169.72; Voss Lighting-Sup \$507.00; Wade Houchin-Rei \$199.00; Wahoo-Waverly-Ashland Newspaper-Ser \$64.97; Waste Connections-Ser \$462.75; WeatherCraft-Ser \$89,130.00; Windstream-Ser \$1,686.21.

Raymond Central Public Schools Board of Education Workshop

Wednesday, July 7, 2021 at 6:00 PM Central
Raymond Central Jr-Sr High School - Swing Classroom #108
1800 West Agnew Road
Raymond, NE 68428-9783

Present: Brad Breitreutz, Cathy Burklund, Dr. Harriet Gould, Bill Lange, Derek Matulka, **Absent:** Matt Blanchard. Also in attendance was Lynn Johnson, Interim Superintendent.

Call to Order and Pledge of Allegiance

President Gould called the meeting to order at 6:00 PM and the Pledge of Allegiance was said.

Motion to Excuse Board Member's Absence

Motion by Breitreutz, second by Burklund to excuse the absence of Matt Blanchard. RCV 5-0. Motion carried.

Open Meeting Law

The Open Meeting Laws were followed.

Discussion Items

Icebreaker

The Board viewed a video titled "Future of Work" and discussed how the future shapes the role that the Board plays today and how that future work influences the needs of our students and the decisions that we make as a Board.

NASBO BOE Self-Evaluation

The Board used the nine governance standards to evaluate themselves. We informally used the same rating system that is used for teacher evaluation instruments (needs improvement, progressing, proficient, innovative) and identified evidence for the ratings. The ratings were as follow:

- I. MISSION, VISION, GOALS - Rating: Innovation
- II. POLICY GOVERNANCE - Rating: Proficient
- III. COMMUNITY ENGAGEMENT - Rating: Proficient - Innovative
- IV. ACCOUNTABILITY and STUDENT ACHIEVEMENT - Rating: Proficient
- V. ADVOCACY - Rating: Proficient - Innovative.
- VI. DISTRICT RESOURCES - Rating: Proficient
- VII. BOARD OPERATIONS - Rating: Proficient - Innovative
- VIII. BOARD - SUPERINTENDENT RELATIONS - Rating: Proficient - Innovative
- IX. PROFESSIONAL DEVELOPMENT - Rating: Proficient

Review and update the 2019-2025 strategic plan

The Board discussed the goals in a more global sense. Some thoughts or points that resulted from that discussion include:

- It would be beneficial for us to look at schools who have consolidated attendance centers and see what they have gained as a result of consolidation.
- One way to dip our toes into the capstone project idea might be for the new social justice class (that is to be piloted in the HS) to include this element.
- Mentoring of our new teachers needs to be reviewed and revised to enhance our capabilities to retain and attract quality teachers.

- Suggested a need to review the use of paraeducators and make sure that we are getting the best ‘bang for the buck’ that we can in terms of efficiently using personnel.
- Continue to keep data from staff exit surveys.
- Creating a visual representation of the professional development plans. It was suggested to get ideas from the Grand Island PD plans. Create a system where PLC are valued by all staff. Develop annual (if not longer) plans for PD.
- Get brochures that we have developed into the hands of local realtors (Bill for assistance) as well as village clerks, banks, etc.
- Create a visual depiction of what the EIR Grant looks like. What are the components and when/how are they being accomplished. The Board doesn’t understand this as well as they would like.
- The Board would like more feedback on what is being accomplished in the area of school safety. They would like more detailed updates.

Return to Learn Plans (post pandemic)

Interim Superintendent Johnson supplied the Board with a DRAFT Return to Learn Plan which was reviewed. The Board discussed the need to wait to hear from public health entities before finalizing any plans but that they felt we needed to particularly wait to learn more about exclusion guidelines that public health might recommend.

Review Feasibility Study

Due to the length of the meeting, the new Superintendent, and the fact that Matt Blanchard was absent, it was decided to take up this topic in a later meeting that was targeted just to this topic. The Board will schedule a workshop for October/November with this topic on the agenda.

Discuss the 2021-2022 Superintendent Goals

Interim Superintendent Lynn Johnson presented preliminary goals to the Board for discussion. The Board was supportive of the goals as drafted.

Adjournment

Motion by Gould, second by Breitreutz to adjourn the meeting at 8:30 PM. RCV 5-0. Motion carried.

**RAYMOND CENTRAL PUBLIC SCHOOLS
 FINANCIAL REPORT TO THE BOARD OF EDUCATION
 POOLED CASH - BANK RECONCILIATION
 June 30, 2021**

	6/1/2021 Thru 6/30/2021	6/01/2020 Thru 6/30/2020
Bank Balance - Beginning of month	\$3,909,823.34	\$3,934,420.11
Deposits	\$407,905.36	\$450,401.17
Interest	\$386.68	<u>\$1,348.91</u>
Less Total Warrants	<u>-\$1,225,553.72</u>	<u>-\$660,627.44</u>
Bank Balance - End of Month	\$3,092,561.66	\$3,725,542.75
Plus Outstanding Deposits	\$0.00	\$0.00
Less Outstanding Checks	-\$129,398.49	-\$133,908.94
Book Balance - End of month	<u>\$2,963,163.17</u>	<u>\$3,591,633.81</u>

**RAYMOND CENTRAL PUBLIC SCHOOL
FINANCIAL STATEMENT JULY 1, 2021**

GENERAL FUND

Cash Balance - June 1, 2021		3,650,947.94
June Receipts		407,905.36
June Interest Earned		386.68
	Total	\$4,059,239.98
June Disbursements		<u>-1,096,076.81</u>
	Cash Balance - July 1, 2021	\$2,963,163.17

LUNCH FUND

Cash Balance - June 1, 2021		207,561.27
June Receipts		40,607.82
June Interest Earned		12.06
	Total	248,181.15
June Disbursements		<u>-61,447.11</u>
	Cash Balance - July 1, 2021	\$186,734.04

BUILDING/SINKING FUND

Cash Balance - June 1, 2021		1,013,330.52
June Receipts		26,682.84
June Interest Earned		111.25
	Total	1,040,124.61
June Disbursements		0.00
	Cash Balance - July 1, 2021	\$1,040,124.61
Certificate of Deposit + Interest		<u>\$557,394.85</u>
	Combined Balance - July 1, 2021	\$1,597,519.46

HIGH SCHOOL BOND FUND

Cash Balance - June 1, 2021		611,958.34
June Receipts		99,629.89
June Interest Earned		83.55
	Total	711,671.78
June Disbursements		<u>-52,068.75</u>
	Cash Balance - July 1, 2021	\$659,603.03

DEPRECIATION FUND

Cash Balance - June 1, 2021		1,060,277.48
June Receipts		0.00
June Interest Earned		287.58
	Total	\$1,060,565.06
June Disbursements		<u>\$0.00</u>
	Cash Balance - July 1, 2021	\$1,060,565.06
Certificate of Deposit + Interest		<u>\$627,022.42</u>
	Combined Balance - July 1, 2021	\$1,687,587.48

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Cash Balance - June 1, 2021		10,470.61
June Receipts		<u>\$0.00</u>
June Interest Earned		<u>\$0.76</u>
	Total	\$10,471.37
June Disbursements		<u>\$0.00</u>
	Cash Balance - July 1, 2021	\$10,471.37

EMPLOYEE BENEFIT FUND - UNEMPLOYMENT

Cash Balance - June 1, 2021		34,971.92
June Receipts		<u>\$0.00</u>
June Interest Earned		3.16
	Total	<u>\$34,975.08</u>
June Disbursements		<u>\$0.00</u>
	Cash Balance - July 1, 2021	\$34,975.08
Certificate of Deposit + Interest		<u>\$16,110.07</u>
	Combined Balance - July 1, 2021	\$51,085.15

TAXES - 2020-2021

Taxes Budgeted	\$7,466,374.00	
Taxes Received	<u>\$5,895,214.63</u>	6/30/2021: 78.96% Received
Balance	\$1,571,159.37	6/30/2020: 78.96% Received

June 2021	Percent of Year Completed		83.00%			
2020-2021 RECEIPTS		M-T-D	Y-T-D	Y-T-D	Year To Date	Year To Date
	2020-2021	RECEIVED	RECEIVED	RECEIVED	% Received	% Received
ACCOUNT	ANTICIPATED	2020-2021	2020-2021	2019-2020	2020-2021	2019-2020
Property Taxes	\$7,466,374.00	\$163,221.74	\$5,895,214.63	\$5,803,735.92	78.96%	78.96%
Motor Vehicle Tax	\$489,778.00	\$33,794.06	\$409,133.98	\$374,413.09	83.53%	84.14%
Carline Taxes	\$3,500.00	\$0.00	\$8,334.94	\$3,015.16	238.14%	86.15%
Other Tuition	\$0.00	\$0.00	\$0.00	\$0.00		
Interest	\$10,200.00	\$386.68	3,616.63	\$8,209.18	35.46%	171.78%
Local License Fees	\$2,000.00	\$0.00	\$1,580.00	\$1,830.00	79.00%	183.00%
Other Local Receipts(Pre-School)	\$11,000.00	\$0.00	\$9,128.77	\$7,165.67	82.99%	79.62%
Fines & License Fees	\$45,000.00	\$2,961.13	\$29,080.90	\$30,044.82	64.62%	75.11%
ESU Receipts	\$0.00	\$0.00	\$252.50	\$0.00		
State Aid	\$374,718.00	\$36,759.00	\$374,711.00	\$466,898.00	100.00%	100.00%
Special Education	\$350,000.00	\$104,697.00	\$448,277.00	\$490,952.00	128.08%	163.65%
Special Education Transportation	\$20,000.00	\$0.00	\$21,504.00	\$19,812.00	107.52%	660.40%
Homestead Exemption	\$0.00	\$45,173.12	\$122,096.56	\$130,821.11		
Payments for High Ability Learners	\$6,221.00	\$0.00	\$6,613.00	\$6,569.00	106.30%	105.59%
Pro-Rate Motor Vehicles	\$17,000.00	\$0.00	\$13,666.71	\$13,301.77	80.39%	102.32%
State Apportionment	\$136,406.00	\$0.00	\$106,348.64	\$136,925.19	77.96%	136.93%
Relief to Property Tax Payers	\$0.00	\$0.00	\$356,583.46	\$358,992.78		
Other State Receipts	\$50,000.00	\$0.00	42,000.00	\$42,000.00	84.00%	
Personal Property Tax Credit	\$0.00	\$1,391.22	71,912.29	\$10,056.71		
Title I Funds	\$43,934.00	\$0.00	\$16,079.00	\$31,601.00	36.60%	71.93%
Title II, Part A ESSA (NCLB)	\$12,974.00	\$0.00	\$12,970.00	\$15,077.00	99.97%	116.21%
Other Federal Receipts	\$85,305.00	\$0.00	\$0.00	\$0.00	0.00%	
SPED IDEA Grant	\$90,000.00	\$0.00	\$126,440.00	\$89,089.00	140.49%	71.28%
EducationQuest Grant	\$5,000.00	\$0.00	\$3,000.00	\$0.00	60.00%	
Carl Perkins	\$5,500.00	\$0.00	\$0.00	\$2,295.00	0.00%	459.00%
Other Non-Revenue Receipts	\$0.00	\$0.00	\$14,823.97	\$1,169.00		
Ag Land Property Credit	\$0.00	\$0.00	110,271.14	\$112,794.10		
ESSER (COVID-19) Funds	\$0.00	\$0.00	\$41,409.00	\$0.00		
Sale of Property	\$200.00	\$0.00	\$8,825.00	\$576.40	4412.50%	576.40%
MIPS-Medicaid in Public Schools	\$4,600.00	\$1,405.63	\$8,081.76	\$3,945.84	175.69%	
Transfer from Other Fund/ Imprest	\$0.00	\$0.00	\$25,009.52	\$0.00		
Cash Balance Dissolved/Merged Districts	\$0.00	\$0.00	\$0.00	1.65		
TOTAL	\$9,229,710.00	\$389,789.58	\$8,286,964.40	\$8,161,291.39	89.79%	91.44%
2020-2021 DISBUREMENTS		M-T-D	Y-T-D	Y-T-D	Year To Date	Year To Date
	2020-2021	DISBURSED	DISBURSED	DISBURSED	% Disbursed	% Disbursed
CATEGORY	BUDGET	2020-2021	2020-2021	2019-2020	2020-2021	2019-2020
Instructional Services	\$4,693,420.00	\$331,278.44	\$3,435,563.23	\$3,476,260.82	73.20%	75.68%
Special Education	\$1,716,653.00	\$139,419.70	\$1,099,565.26	\$1,056,326.42	64.05%	65.78%
Guidance	\$233,578.00	\$18,370.02	\$186,605.50	\$139,720.57	79.89%	62.49%
School Health Nurse	\$83,527.00	\$6,600.51	\$56,559.77	\$0.00	67.71%	
Safety & Security	\$20,848.00	\$0.00	\$10,165.68	\$20,190.42	48.76%	96.85%
Activities	\$121,700.00	\$1,844.21	\$59,107.94	\$59,421.86	48.57%	47.47%
Media, Audio Visual, Technology	\$564,875.00	\$56,418.94	\$621,847.54	\$338,618.10	110.09%	65.79%
General Administration	\$502,973.00	\$55,201.16	\$379,726.04	\$385,328.36	75.50%	84.14%
School Administration	\$596,624.00	\$62,765.18	\$466,772.71	\$432,402.20	78.24%	74.99%
Business	\$130,000.00	\$2,606.03	\$54,595.05	\$52,108.47	42.00%	17.43%
Operation of Plant	\$789,234.00	\$42,405.44	\$423,089.84	\$465,699.22	53.61%	58.36%
Maintenance of Plant	\$637,611.00	\$221,346.93	\$527,380.42	\$260,489.15	82.71%	42.79%
Pupil Transportation	\$598,751.00	\$14,904.23	\$173,288.47	\$212,236.74	28.94%	40.01%
Grants Includes Covid Expenses	\$96,883.00	\$104,137.50	\$329,179.33	\$53,813.78	339.77%	97.01%
Transfers	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
TOTAL	\$10,796,677.00	\$1,057,298.29	\$7,823,446.78	\$6,952,616.11	72.46%	66.72%

RAYMOND CENTRAL PUBLIC SCHOOLS
GENERAL FUND RECEIPTS AND DISBURSEMENTS - JUNE 2021

JUNE 1, 2021 BOOK BALANCE		3,650,947.94
LANCASTER COUNTY TREASURER		
TAXES		29,038.08
MOTOR VEHICLE TAXES		19,931.30
FINES & FEES		1,351.91
HOMESTEAD EXEMPTION		15,593.46
PERSONAL PROPERTY TAX CREDIT		552.16
SAUNDERS COUNTY TREASURER		
TAXES		134,183.66
MOTOR VEHICLE TAXES		13,862.76
FINES & FEES		1,317.42
HOMESTEAD EXEMPTION		29,299.62
PERSONAL PROPERTY TAX CREDIT		835.83
SEWARD COUNTY TREASURER		
FINES & FEES		269.56
HOMESTEAD EXEMPTION		280.04
PERSONAL PROPERTY TAX CREDIT		3.23
BUTLER COUNTY TREASURER		
FINES & FEES		22.24
STATE OF NEBRASKA		
STATE AID		36,759.00
SPED SCHOOL AGE		104,697.00
MEDICAID - CFDA		815.88
MEDICAID DIRECT SERVICE		589.75
RCPS HOT LUNCH FUND		
JUNE PAYROLL		18,502.46
OAK CREEK VALLEY BANK		
GENERAL FUND INTEREST - JUNE		386.68
	TOTAL JUNE RECEIPTS	408,292.04
	TOTAL RECEIPTS	4,059,239.98
	JUNE DISBURSEMENTS	1,096,076.81
JULY 1, 2020 BOOK BALANCE		2,963,163.17

WE RECEIVED A TOTAL OF \$5,895,214.63 IN PROPERTY TAXES TO DATE.

RAYMOND CENTRAL PUBLIC SCHOOLS

Student Activities Account Balances - June 30, 2021

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
Class of 2028 V	577.14	0.00	0.00	577.14
Class of 2029 V	348.12	0.00	0.00	348.12
Class of 2030 V	338.19	0.00	0.00	338.19
Class of 2031 V	298.49	0.00	0.00	298.49
Class of 2032 V	308.42	0.00	0.00	308.42
Class of 2033 V	358.03	0.00	0.00	358.03
APEX	169.05	0.00	0.00	169.05
ART CLUB	100.00	0.00	0.00	100.00
Service Fees	344.37	56.22	15.54	385.05
Class 2020	0.00	0.00	0.00	0.00
Class 2021	683.29	0.00	300.00	383.29
Class 2022	1,676.34	0.00	0.00	1,676.34
Class 2023	54.75	0.00	0.00	54.75
Class 2024	264.96	0.00	0.00	264.96
Class of 2027	3,726.98	0.00	1,863.49	1,863.49
Class of 2028 C	278.64	0.00	0.00	278.64
Class of 2029 C	308.42	0.00	80.44	227.98
Class of 2030 C	348.12	0.00	0.00	348.12
Class of 2031 C	487.82	0.00	0.00	487.82
Class of 2032 C	328.27	0.00	0.00	328.27
Class of 2033 C	318.34	0.00	0.00	318.34
Athletics	119,224.94	2,232.11	18,816.34	102,640.71
Boys BB	1,879.05	465.00	746.63	1,597.42
Cross Country	507.98	0.00	0.00	507.98
Baseball	260.26	0.00	0.00	260.26
Football	3,702.46	250.00	818.41	3,134.05
Girls BB	1,808.92	0.00	0.00	1,808.92
Golf Activity	1,068.91	0.00	0.00	1,068.91
Softball	3,545.80	1,157.50	840.00	3,863.30
Track	1,188.62	0.00	302.82	885.80
VolleyBall	6,647.38	823.00	491.11	6,979.27
Weight Room	(1,131.00)	0.00	0.00	(1,131.00)
Wrestling	8,996.10	760.00	4,522.26	5,233.84
Spanish Club	1,086.83	0.00	0.00	1,086.83
Life Skills	2.41	0.00	0.00	2.41
Ceresco Book Fair	87.75	0.00	0.00	87.75
Ceresco Box Tops	379.89	12.60	0.00	392.49
Ceresco Field Trips	2,994.32	0.00	0.00	2,994.32
Ceresco Playground	1,462.75	0.00	0.00	1,462.75
Ceresco Pop	(34.37)	0.00	0.00	(34.37)
Elem Fines	516.05	0.00	0.00	516.05
Elem PE	2,167.50	0.00	0.00	2,167.50
Elem Pictures	2,398.46	598.65	0.00	2,997.11
Elem Prof Development	2,252.44	0.00	0.00	2,252.44
Elem Reading Promotion	548.06	0.00	0.00	548.06
Elem Student Council	483.85	0.00	0.00	483.85
JH Boys BB	15.31	0.00	0.00	15.31
JH Football	233.34	0.00	0.00	233.34
JH Girls BB	67.68	0.00	0.00	67.68

JH Student Council	299.95	0.00	0.00	299.95
JH Track	551.94	0.00	0.00	551.94
JH Volleyball	571.49	0.00	0.00	571.49
Computer	10,808.91	0.00	2,966.00	7,842.91
HS Pop	32.99	0.00	64.88	(31.89)
HS Caring Shelves	2,372.82	0.00	0.00	2,372.82
AP Funds	35,170.58	10.00	484.77	34,695.81
Fines	1,420.98	55.60	0.00	1,476.58
HAL	59.66	0.00	0.00	59.66
Hot Lunch	347.63	0.00	0.00	347.63
Pre-Kindergarten	2,962.46	0.00	0.00	2,962.46
PTO	41.97	1,950.00	628.59	1,363.38
Restitution	326.81	0.00	0.00	326.81
Staff Inservice	854.92	0.00	0.00	854.92
Testing	3,969.23	0.00	0.00	3,969.23
TFK - Ceresco	1,250.92	0.00	0.00	1,250.92
TFK - Valparaiso	4,150.62	0.00	0.00	4,150.62
Val Book Fair	9,422.93	100.00	0.00	9,522.93
Val Box Tops	3,232.89	0.00	0.00	3,232.89
Val Field Trips	6,022.24	0.00	0.00	6,022.24
Val In-Service	3,214.81	0.00	0.00	3,214.81
Val Movie Night	3,310.84	0.00	0.00	3,310.84
Val Office Book Fund	953.25	0.00	0.00	953.25
Culinary Snack Cart	1,245.57	0.00	0.00	1,245.57
Val Pop	814.29	260.59	0.00	1,074.88
College Access Grant	0.00	0.00	0.00	0.00
Annual	8,569.50	340.00	0.00	8,909.50
Band	291.43	0.00	0.00	291.43
Band Trip	10,669.76	0.00	0.00	10,669.76
Cheerleaders	1,489.20	2,028.88	146.15	3,371.93
Choir	14,237.02	0.00	0.00	14,237.02
DI	4,614.68	0.00	0.00	4,614.68
Drama Act	2,312.27	0.00	0.00	2,312.27
Drill Team	1,065.60	427.50	1,400.00	93.10
FBLA Act	3,836.23	75.75	763.73	3,148.25
FFA Act	10,571.86	1,795.94	5,013.37	7,354.43
JR Achievements	629.57	0.00	0.00	629.57
Kindness Acct	28,542.93	2,368.00	8,702.37	22,208.56
Library	2,420.16	0.00	0.00	2,420.16
Mock Trial	380.96	0.00	0.00	380.96
National Honor Society	37.45	0.00	0.00	37.45
Rain Garden	459.50	0.00	0.00	459.50
RC PACTS	176.16	0.00	0.00	176.16
SADD	61.17	0.00	0.00	61.17
Social Justice	194.12	0.00	0.00	194.12
Speech	6,005.70	612.00	275.00	6,342.70
Student Council	3,671.79	0.00	0.00	3,671.79
Tonettes	159.86	0.00	0.00	159.86
RC Foundation	0.00	0.00	0.00	0.00
Concessions	23,481.76	0.00	0.00	23,481.76
RC Concessions	2,539.76	211.40	2,539.76	211.40
Student Pop	1,236.61	0.00	59.30	1,177.31
Professional Development	19,817.37	210.00	249.28	19,778.09

RAYMOND CENTRAL PUBLIC SCHOOLS
Student Fees Account Balances - June 30, 2021

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenses</u>	<u>Balance</u>
Activity Pass	205.00	0.00	0.00	205.00
Service Fees (Student Fees)	62.14	1.79	23.14	40.79
Ag-Ed Labs	2,084.04	2.00	0.00	2,086.04
Art Class	607.20	0.00	0.00	607.20
Band Dry Cleaning	176.72	0.00	0.00	176.72
Band Repair/Rental	1,641.48	0.00	0.00	1,641.48
Choir Dry Cleaning	433.10	0.00	0.00	433.10
Chromebooks	(351.40)	40.00	0.00	(311.40)
Computer Science	260.00	0.00	0.00	260.00
Drama	396.00	0.00	0.00	396.00
FBLA	1,504.03	0.00	0.00	1,504.03
FFA	291.84	100.00	0.00	391.84
Foods Class	2,025.70	0.00	0.00	2,025.70
Mock Trial	450.01	0.00	0.00	450.01
NFL	15.00	0.00	0.00	15.00
Skills USA	1,925.95	0.00	0.00	1,925.95
Speech	(514.79)	0.00	0.00	(514.79)
Sports Fees	5,670.22	0.00	0.00	5,670.22
Tech Ed	1,930.56	1,926.23	0.00	3,856.79

RAYMOND CENTRAL PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING JULY 14, 2021

General Fund - Report of Bills Paid Since June 16, 2021 BOE Meeting

Note from Business Manager: Beginning with this report, Bills paid from the General Fund and Hot Lunch fund will be reported from the first business day to the last business day of the month, rather than from BOE Meeting - BOE Meeting dates. This will match all other reports provided for the BOE. pb

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
1 06/14/2021	Great Plains Nursery	Landscaping - HS	28.00
2 06/17/2021	Awards Unlimited Inc	Retirement Plaques-Joel & Lopez	94.50
3 06/17/2021	Bishop Business	Staples- Copy Machine C	88.80
4 06/17/2021	Brooke L. Cheleen	May 2021 SPED Therapy (PT)	903.12
5 06/17/2021	Company Care	Drug Testing- Bus Driver MS	193.00
6 06/17/2021	Cummins Sales and Service	Repairs/Service to Generator HS	1,366.91
7 06/17/2021	Educational Service Unit #2	SPED Quarter 2, Independent School	41,113.47
8 06/17/2021	Educational Service Unit No. 5	PowerSchool Enrollment/Ecollect Forms	4,068.90
9 06/17/2021	Home Depot Pro	Maint.Supplies HS	277.97
10 06/17/2021	Jostens	HS Principal Office-Diploma	11.68
11 06/17/2021	Midwest Automatic	Annual Inspection V	640.00
12 06/17/2021	NASB	NCE Conference Registration R. Parks	150.00
13 06/17/2021	Nebraska Sports	V-balls/Scorebooks	260.00
14 06/17/2021	Nebraska State Fire Marshal	Review Fee - Portable PreK	43.00
06/17/2021	School Specialty Supply	Classroom Supplies: 5th V, SPED V, 6th, 2nd V, K V, English HS, Office Supplies HS	1,124.57
15			
16 06/17/2021	Village Of Ceresco	Utilities C	315.34
17 06/20/2021	RCPS District 161	Payroll	619,596.86
06/21/2021	RC Building/ Sinking Fund 8	Transferring Farm Rent to Building/Sinking Fund CR#1242	13,299.66
18			
19 06/24/2021	Fastenal Company	Maint Supplies C	28.78
20 06/24/2021	General Fire And Safety	Fire Alarm Inspections, Batteries	947.90
21 06/24/2021	Genesis Contracting Group,LLC	Payment 1 PreK Portable Constr.	43,000.00
22 06/24/2021	Menards Lincoln	Maintenance Supplies C	262.64
23 06/24/2021	Midwest Automatic	Annual Inspection HS	497.50
24 06/24/2021	NE Public Health Environmental Lab	Water Testing HS	80.00
25 06/24/2021	Nebraska State Patrol Attn: CID	Background checks	250.00
26 06/24/2021	Really Good Stuff Inc.	school supplies K- V	227.32
27 06/24/2021	Shelly Dostal	Mileage Reimbursement 8/1/20 - 6/17/21	377.36
28 06/24/2021	TraxMethod	Research/Create Eval Documents	1,750.00
29 06/25/2021	Facility Advocates	HVAC - Progress Payt - ESSRS \$	95,000.00
30 06/25/2021	Pavey, Seth	Summer Work with JS thru 6/18/2021	1,218.00

06/25/2021 US Bank

Supplies for Supt Conf Room 3057.85,
Chairs HS English 438.44, On Line
Meeting Fee 6.99, F&CS Classroom
supplies 67.77, Legal Services Chicken
Farm 4,729.42, HS Office Supplies 32.95,
License Renewal JS 50.00, Supt Office
Supplies 251.95, Dear Teacher Books
710.98, Ann Egr-2021 NE MTSS Summit
25.00, Shredder- V 236.53, Building Maint
C (Lockers) 448.51, Library subscription
C, V 49.00

31

10105.39

Hot Lunch Fund - Report of Bills Paid Since June 16, 2021 BOE Meeting

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
06/14/2021	Patty Hudson	Hot Lunch Reimbursement	856.54
1		Food/Equipment	
2 06/20/2021	RCPS District 161	Hot Lunch Payroll	18,502.46

RAYMOND CENTRAL PUBLIC SCHOOLS
Student Activities Checks - June 2021

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Service Fees (Activity Acct)	06/04/2021	RevTrak	Service Fees (Activity Acct)	15.54
Class 2021	06/16/2021	Sam's Club MC/SYNCB	Graduation Roses	300.00
Athletics	05/28/2021	Malcolm Public Schools	RC JH Meet	60.00
Athletics	05/28/2021	Black Squirrel Timing	MS Quad Heat/Seed 4/15	100.00
Athletics	06/03/2021	Nebraska School Activities Association	NSAA Membership Form 21-22	1,170.00
Athletics	06/03/2021	Capital Umpires Association	2021 Baseball Season Assigning Fees	266.00
Athletics	06/09/2021	Electronic Contracting Company	Athletics	13,857.29
Athletics	06/09/2021	Nebraska Sports	Athletics	359.48
Athletics	06/04/2021	RevTrak	Athletics	29.95
Athletics	06/16/2021	Awards Unlimited Inc	Track/Field Awards 2021	290.00
Athletics	06/16/2021	Nebraska Sports	Athletics	269.94
Athletics	06/16/2021	Nebraska Sports	Athletics	412.93
Athletics	06/16/2021	Sam's Club MC/SYNCB	Hospitality 5/6	37.30
Athletics	06/16/2021	Sam's Club MC/SYNCB	office fun shirts	1,796.00
Athletics	06/16/2021	Classic Sportwear & Awards	Letter Certificates	167.45
Boys BB	06/16/2021	Nebraska Sports	Boys BB	656.01
Boys BB	06/16/2021	Sam's Club MC/SYNCB	Gifts for bball seniors	90.62
Football	06/08/2021	Misko Sports	FB Camp shirts INV#-0214	372.00
Football	06/10/2021	Houchin, Wade	Football	199.00
Football	06/23/2021	Houchin, Wade	Reimbursement Football Camp Food	247.41
Softball	06/03/2021	Eclipse, Inc,	2021 Little Softball camp April 22-22	8.75
Softball	06/03/2021	Eclipse, Inc,	2021 Little Softball camp April 22-22	231.25
Softball	06/23/2021	Millard South HS	Girls Softball	600.00
Track	06/16/2021	Graphic Edge	Track	302.82
VolleyBall	06/16/2021	Nebraska Sports	VolleyBall	491.11
Wrestling	06/03/2021	Amanda Ehlers	Wrestling	80.00
Wrestling	06/03/2021	Schultz, Jennifer	Camp Refund	130.00
Wrestling	06/03/2021	Coufal, Matt	Team Camp Registration Fee	245.00
Wrestling	06/10/2021	Harold Pester	Wrestling	87.26
Wrestling	06/10/2021	Calhoun, Levi	Wrestling	500.00
Wrestling	06/10/2021	Cox, Tyree	Wrestling	500.00
Wrestling	06/16/2021	Harold Pester	Wrestling	600.00
Wrestling	06/16/2021	Eagle Wrestling Camps	Wrestling	2,380.00
Computer	06/16/2021	SECTORNOW, LLC	Computer	2,966.00
HS Pop	06/14/2021	Hill, Laura	HS Pop	64.88
AP Funds	05/25/2021	Serrano, Cindy	Med Term Book scholarship	72.10
AP Funds	05/25/2021	Serrano, Cindy	Nelle Psychology Book Scholarship	96.19
AP Funds	06/16/2021	Martinez, Staci	Book Scholarship	316.48
PTO	05/28/2021	School Specialty Supply	PTO	58.25
PTO	06/09/2021	Success By Design, Inc.	Planners	570.34
Cheerleaders	05/28/2021	Varsity Spirit Fashion	coaches bag-added name	24.50
Cheerleaders	06/16/2021	Spohr, Shay	Camp Gifts	29.74
Cheerleaders	06/16/2021	RC Athletics	coaches gear	81.91
Cheerleaders	06/23/2021	RC Athletics	tshirt for Jess	10.00
Drill Team	06/08/2021	Graham, Allie	Dance Choreography	1,400.00
FBLA Act	06/25/2021	US Bank	Hailey Morris FBLA National Dues	10.00
FBLA Act	06/25/2021	US Bank	Sarah Lange Registration	65.00
FBLA Act	06/25/2021	US Bank	Sydney Blanchard Registration	65.00
FBLA Act	06/25/2021	US Bank	Connor Nichols Registration	65.00
FBLA Act	06/25/2021	US Bank	Asher Lahm Registration	65.00
FBLA Act	06/25/2021	US Bank	Heather Lange Registration	65.00
FBLA Act	06/25/2021	US Bank	Ashton Anderson Registration	65.00
FBLA Act	06/25/2021	US Bank	Food for New Member Picnic	183.74
FBLA Act	06/25/2021	US Bank	Parade Candy	179.99
FFA Act	06/03/2021	Shirts 101	Stitch removal, office/year addition	181.25
FFA Act	06/08/2021	Shirts 101	7 officer polos	196.00
FFA Act	06/08/2021	Cuttlers, Aleyna	SAE Scholarship	300.00
FFA Act	06/08/2021	Barrett, Walahoski	SAE Scholarship	50.00
FFA Act	06/08/2021	Hailee, Nelson	SAE Scholarship	150.00
FFA Act	06/09/2021	Menards Lincoln	Garden hoses, bed, preen, tools,	1,321.38
FFA Act	06/16/2021	Sam's Club MC/SYNCB	May 10th grillout items	155.49
FFA Act	06/23/2021	Nebraska FFA Association	COLT, \$60/person	480.00
FFA Act	06/23/2021	National FFA Organization	Banquet items #1	1,200.00
FFA Act	06/23/2021	National FFA Organization	Banquet #1 final balance	283.40

FFA Act	06/23/2021	Juice Plus+	2-seedling starter kits, 4 sets of net	695.85
Kindness Acct	05/25/2021	Janet's Jungle	Invoice #1695 Plant Sale	7,862.23
Kindness Acct	05/25/2021	Janet's Jungle	Invoice #1719 Plant Sale	115.35
Kindness Acct	05/25/2021	White, Jeff	Pizza for plant sale workers 4-30-21	114.79
Kindness Acct	05/25/2021	White, Jeff	Reimbursement for payment to Julia	360.00
Kindness Acct	05/25/2021	Sklenar, Marcene	Top seller 2021 plant sale 1 of 5	50.00
Kindness Acct	05/25/2021	Jelinek, Brad	Top plant seller 20-21 1 of 5	50.00
Kindness Acct	05/25/2021	Jano, Jennifer	Top plant seller 20-21 1 of 5	50.00
Kindness Acct	05/25/2021	Vech, Jeni	Top plant sale seller 20-21 1 of 5	50.00
Kindness Acct	05/25/2021	Rezac, Tyler	Top plant sale seller 20-21 1 of 5	50.00
Speech	05/25/2021	National Speech & Debate Association	National judge fees and entry	275.00
RC Concessions	06/10/2021	Super C	Concessions Pizza 5/6	112.00
RC Concessions	06/16/2021	Super C	RC Concessions	98.00
RC Concessions	06/23/2021	RC Athletics	EOY Zeroing out of RC	2,329.76
Student Pop	06/16/2021	Sam's Club MC/SYNCB	Teacher appr week	59.30
Professional Development	06/08/2021	Arnaldo L. Mancias	Professional Development	250.00
Professional Development	06/25/2021	US Bank	Professional Development	20.00
Professional Development	06/25/2021	US Bank	Professional Development	(20.72)
RC Educ Foundation	06/16/2021	RC Education Foundation	Class 2027	1,863.49
Class of 2029 C	05/20/2021	Farr, Nikole	Class of 2029 Ceresco Field Trips	80.44

RAYMOND CENTRAL PUBLIC SCHOOLS
Student Fees Checks - June 2021

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Service Fees	06/07/2021	RevTrak	Service Fees (Student Fees)	23.14

July 2021 RC Board of Education Report

- I think I can speak for our coaches when I say that it is great to have a normal summer. The restrictions of last year did not allow us to host team or youth camps, and also restricted our athletes' access to the weight room. It is great to have our youth and varsity players back in the weight room and in the gym doing the things they love.
 - Our JH and HS volleyball teams are expecting record numbers for the upcoming fall. Some of the camp sessions in June had to spill over to the new gym for capacity purposes. It is certainly a good problem to have. They have also participated in team camps in Waverly and Wayne State.
 - Our Boys BB team has stayed busy with consistent open gyms and leagues and camps in Lincoln and Concordia.
 - Our Girls BB team has also been active in summer activities with games at UNK, Sterling, and in Lincoln.
 - Mustang Softball has stayed busy as well with hosting youth camps and competing in a team camp at Millard South.
 - The Football team has been competing in a 7-on-7 league in Ashland and Platteview.
 - The Wrestling team competed in the Chadron State and Wilber-Clatonia team camps.

- Some key dates to note for the upcoming fall sports season:
 - 8/9/21 - First day of Fall Practice
 - 8/9/21 - 6:30 PM - Parent Meeting in the Main Gym - Followed by breakout sport-specific meetings in various locations.
 - 8/11/21 - Fall Sports Pictures - Senior Athlete Pictures - 3:00 PM
 - 8/16/21 - Softball Jamboree vs Wahoo @ Valparaiso - 6:00 PM
 - 8/23/21 - Volleyball Jamboree @ Hastings St Cecilia - 5:30 PM
 - 8/26/21 - XC Meet @ East Butler - 4:30 PM
 - 8/27/21 - Football @ Fillmore Central - 7:00 PM

Brian Gralheer
AP/AD Raymond Central Jr/Sr High School

Congratulations to Rosalie Tvrdy for being selected into the Youth Leadership Lincoln Program. Selected members spend one day a month together. The Youth cohort is interactive and hands-on helping the participants develop leadership and team participation skills. They have the opportunity to meet with community leaders from across Lincoln and learn how they can help maintain the quality of life we enjoy. Each month during the year they'll learn about community visions, business, government, human services, and health.

Theme this year will be “Making Waves”. As the tides change, after a challenging year, we come together as a staff and as a community in a new way with a deepened focus on impact, both individual and collective. In considering when, where, how, and why we make an impact, we strive to create a steadfast sense of belonging amongst the turbulent currents around us. We strengthen and empower ourselves and support each other so that we can make a positive difference in the world around us. We'll do this by reconnecting with one another with joy at the center; this can be a buoyant and positive force for ripples of change.

Open House/Orientation

We will be sending communication out next week regarding Back to School Open House/Orientation. Currently, the plan is as follows:

August 4th:

- 3:00-6:00 (Grades 7-12)
- 6:30-8:00 (6th Grade Orientation)

August 5th:

- 1:00-6:00 (Grades 7-12)
- 6:30-8:00 (6th Grade Orientation)

We plan on doing the 6th grade orientation similar to last year. We will have families sign up for a night and go through 3 rotations:

- Handbook
- Technology
- Fees/Forms/Etc.

One thing that will help our process is having our forms online. This will allow families to fill these out at home so when they come in they just have to take care of fees, chromebooks, etc. We will have computers set up and available for families to use if they choose to fill them out here.

Cell Phone Policy:

Research: <https://awayfortheday.squarespace.com/survey>

As you have or will see in the Student Handbook update. We are updating the handbook to align with Board Policy. Previously, the handbook stated that electronic devices would be up to the discretion of the teacher. As we find, phones are becoming more of a disruption to the learning

environment and having an impact on the learning of our students. Therefore, the handbook was updated to state the following based on Board Policy 5101:

ELECTRONIC DEVICES: (BOARD POLICY 5101) “Electronic devices,” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, smart watches, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another are discouraged during class time as to not disrupt the learning environment.

Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event Article 5 STUDENTS Policy No. 5101 Page 10 of 12 the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).

Violations:

(i) First Violation. Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.

(ii) Second Violation. Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

(iii) Third Violation. Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the

electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

*We will be emailing home with this change and update next week along with information regarding the open house/orientation.

Classes:

One thing that is important to bring to light is that we are seeing an increase in class sizes in the junior high. For example, our 7th grade reading class has sections of 26 and 27 students. Due to the nature of scheduling and current staffing, offering more sections of reading is not an option at this time. Also, in August I will update with current enrollment numbers by grade level.

We are still looking for an Industrial Tech Teacher. We are hoping we can find someone to step into the role at least the second semester.

Upcoming Dates:

July 27th-July 30th: Administrator Days (Kearney)

August 3rd/August 4th: Back to School Open House/Orientation

August 3rd: K-8 Discovery Ed Training

August 4th: 9-12 Discovery Ed Training

August 5th: New Teacher Training

August 6th: All Staff Return

August 11th: First day with students (Early Dismissal)

TO: Mrs. Lynn Johnson and the Board of Education
FROM: Mrs. Shelly Dostal, Elementary Principal at Valparaiso, and K-5 Curriculum Director
DATE: July 9, 2021
RE: Principal's Report

1. Wrapping up 2020-21 - Summer Academy finished their last day on July 1. A huge thank you to the families and staff who made this program possible. Staff members at Valparaiso Elementary included: Mrs. Kendra Carlson, Mrs. Cindy Peterson, Mrs. Jamie Enevoldsen, Mrs. Shelly Hlavaty, Mrs. Ashley Carlson, Mrs. Melani Nelson, and Mrs. Yvonne Brenner. Substitutes were Mrs. Maggie Niewohner and Mrs. Kris White. Mr. Matt Smith transported students each day. Civic Nebraska provided wrap around child care at a discounted rate and provided transportation to the Ceresco site from Valparaiso. Jumpstart Kindergarten Class will meet the last two weeks of July for an abbreviated session this year. Thank you to Mrs. Kendra Carlson and her assistants for leading this program. Please refer to the Summer Academy Wrap Up for more specific information.
2. Planning for 2021-22 – Plans are being developed for the school year. The administrative team has met and will continue to move forward. Supplies and materials have been ordered. Custodial crews have been working in the building. Classroom spaces have been assigned and teachers are gearing up for the year. Class size numbers continue to be a concern with the smallest class at 22 and most at 24-25. The School Improvement Team will meet again in August. The back to school PTO pool party will be held on July 30 from 6-8pm at the Wahoo pool. New teachers will attend RC orientation on August 5 with all staff reporting on August 6. New to the education profession teachers will attend the ESU#2 New Teacher Academy on August 2 and 3. Meet and Greet your teacher time is scheduled for August 9. The first day of school will be August 11, dismissing at the elementary at 11:45am.
3. The administrative team has been busy. Personally, I have been reviewing data, attending various webinars and will continue to attend meetings virtually and in person throughout the remainder of the summer. The administrative team will attend the annual Nebraska Administrators Conference in Kearney on July 28-30.
4. Mrs. Lopez will complete her administrative assistant duties on July 30. She will train new hire Kindra O'Malley on July 26-30. Congratulations to Kathleen Cooper and family on the birth of her son Joseph on June 28.
5. The handbook has been updated for board approval. Please see proposed changes.

Val Summer Academy Wrap Up

Number of students attending: 28

Number of sessions: 12

Attendance: 15 students had perfect attendance; 5 students missed one day; 3 students missed 2 days.

Overall attendance rate: 90.8%

**Attendance varied due to the following factors: vacations were scheduled prior to Summer Academy was planned and prescheduled RC volleyball camp

Staff members at Valparaiso included: Mrs. Kendra Carlson, Mrs. Cindy Peterson, Mrs. Jamie Enevoldsen, Mrs. Shelly Hlavaty, Mrs. Ashley Carlson, Mrs. Melani Nelson, and Mrs. Yvonne Brenner. Substitutes were Mrs. Maggie Niewohner and Mrs. Kris White. Mr. Matt Smith drove the bus.

Data for ELA FastBridge Assessment	Gained (over 5 points)	Maintained (+/- 5 points)	Decreased (more than 5 points)
Student Percentage	43%	50%	7%

Teachers piloted FastBridge Math assessment for the first time so this data will not be shared.

Some anecdotal data:

Out of the mouths of children, "I thought this was going to be boring, but it was really fun!"

A student who was hesitant to participate in Summer Academy had perfect attendance.

Reluctant readers asked to take home books to read over the summer.

Students completed 1,083 units using the Lexia reading skills program.

Students also enjoyed making ice cream, creating bridges, and programming with the Bee Bots.





To: Mrs. Lynn Johnson and the Raymond Central Board of Education
From: Ann Egr - Ceresco Principal and Director of Student Services

Elementary-

1. Updates and revisions to the 2021-22 handbook have been made. The proposed changes are a separate item for board approval.
2. Custodial staff continues to working hard! The facilities look great!
3. We need to be mindful of the elementary class sized. The smallest class is 23 and that is kindergarten.
4. Meet and Greet nigh is scheduled for Agust 9, 2021. I can't believe that is right around the corner!
4. The Administration Team will be attending Administrator Days at the end of July. This event will be in person,

Ceresco Summer Academy Wrap Up

Number of students attending: 30

Number of sessions: 12

Attendance: 10 students had perfect attendance; 9 students missed one day; 11 students missed more than 2 gdays.

Overall attendance rate: 88%

**Attendance varied due to the following factors: vacations were scheduled prior to Summer Academy was planned and prescheduled RC volleyball camp

Staff members at Ceresco included: Mrs. Monica Blank, Mrs. Traci Hummel, Ms. Di Ahlsrand, Miss Makinzie Fredrickson, Ms. Cherie Swanson, Mr. Matt Smith, Mrs. LeAnn Weiss, and Mrs. Kathy Fredrickson. Substitutes were Mrs. Maggie Niewohner and Mrs. Kris White. Mr. Matt Smith drove the bus.

Data for ELA FastBridge Assessment	Gained (over 5 points)	Maintained (+/- 5 points)	Decreased (more than 5 points)
Student Percentage	32%	50%	18%

Note: students who did not make gains are also the student's who missed the most days.

Teachers piloted FastBridge Math assessment for the first time so this data will not be shared.

Some anecdotal data:

Two students exclaimed, "This was the best day ever!"

Students who were hesitant to participate in Summer Academy had perfect attendance.

Reluctant readers asked to take home books to read over the summer.

Students completed 1,097 units using the Lexia reading skills program.

Students also enjoyed making ice cream, creating bridges, programming with the Bee Bots, S'mores pizza box oven, and the Pringle Challenge,

RAYMOND CENTRAL PUBLIC SCHOOL DISTRICT

2021-2022 Superintendent Goals

Review Months: September, December, March, July

- Mutual Goals for New Superintendent 2021-2022
 - 1. Develop a visible presence within the schools, the school community, and state.**
 - a. Performance Indicators:*
 - i. Maintain high levels of district visibility at community events.
 - ii. Maintain a high level of visibility at school sites and events.
 - iii. Develop community partnerships to expand educational opportunities for students.
 - iv. By December 1st, a log of internal and external visits, presentations, speeches, and workshops.
 - 2. Foster a learning environment in which every student has the maximum opportunity to achieve academic excellence.**
 - a. Performance Indicators:*
 - i. Adopt the Multi Tiered Systems of Support system to ensure learning for all students through targeted interventions.
 - ii. Identify and implement three standards based grading practices in all buildings
 - iii. Collaborate with REA and NSEA to implement the Educators Leading the Profession (ELP) mentoring program
 - 3. Develop an understanding of and progression for the implementation of the revised teacher evaluation model.**
 - a. Performance Indicators:*
 - i. Finalize the Teacher Evaluation Model
 - ii. By August 1st, create a plan for evaluator training and support
 - iii. By August 1st, create a plan for teacher training and support
 - 4. Continue the development of a 10 year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets and new construction.**
 - a. Performance Indicators:*
 - i. Prioritize list of projects for all building sites to ensure minimal impact on instructional practice.
 - ii. Identify and facilitate plans for communicating the feasibility study to stakeholders.

July 2021 Technology Update

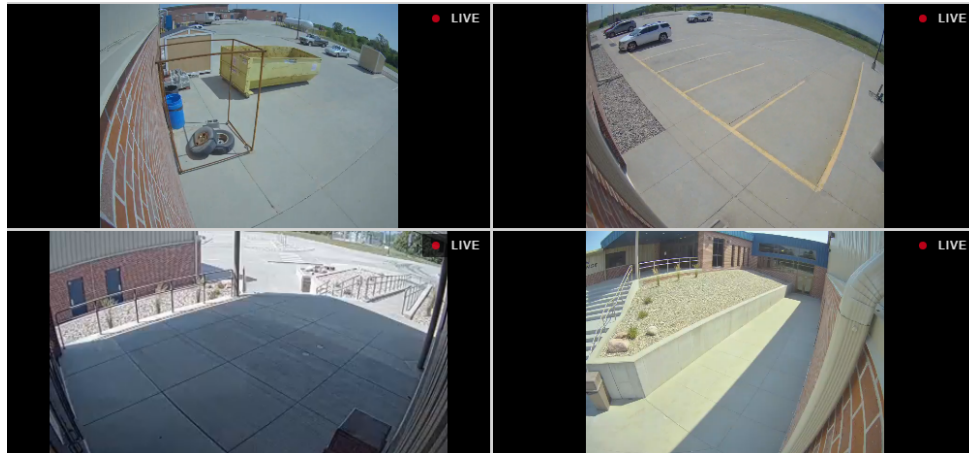
Summer Projects -

Listed below are some of the projects I will be working on this summer:

- Adding/updating Cameras - Done
- Phone Paging System - Done
- Porting the Phone System - Done
- Setting up teacher accounts - In Progress
- Setting up teacher computers - In Progress
- Setting up Chromebooks - In Progress
- Setting up Student Accounts - In Progress
- Website Updates - In Progress
- Computer Updates - In Progress
- Re-Imaging the computers - In Progress

Outside Cameras -

Kidwell has finished installing the new camera on the outside of the high school. Here is a sample of a few of the angles:



Chromebooks -

We are currently working on inventorying the Chromebooks. I have been working with Steve Rose to sort through the iPads to see which ones can be utilized in the elementary technology classes, kindergarten, and PK. When that is finished we will set up the elementary Chromebook carts.

Teacher Computers -

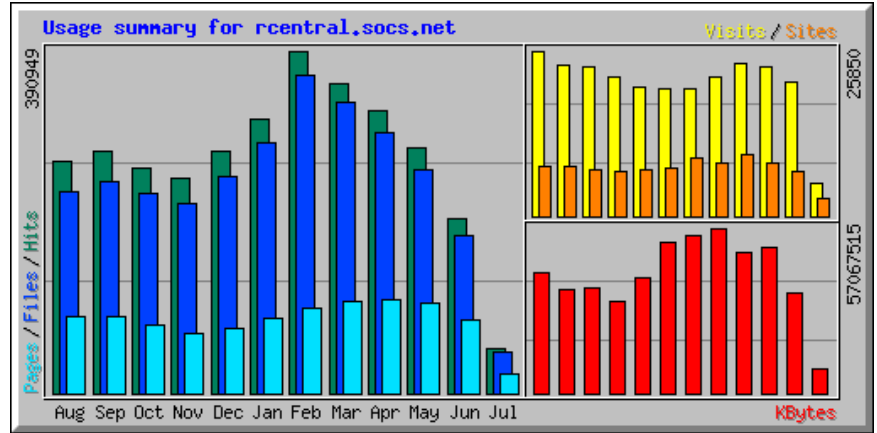
I have continued the process of setting up the new staff computers. New staff members have started to pick up their Computers.

Website Activity Traffic Report- [June 2021](#)

Website Updates -

As always if you see something out of place send me an email and let me know.

- Worked on Staff Directory - In Progress
 - Added new staff members
 - Deleted staff members who have left the district
- I have removed staff off the "Staff Directory" page, I still need to remove them from the individual "Staff" page under each school.
- Edit the old "Staff" page under each school and transition to the [Staff Directory](#)
- School board Information
- Removed old calendar



Raymond Central Student Activity Participation

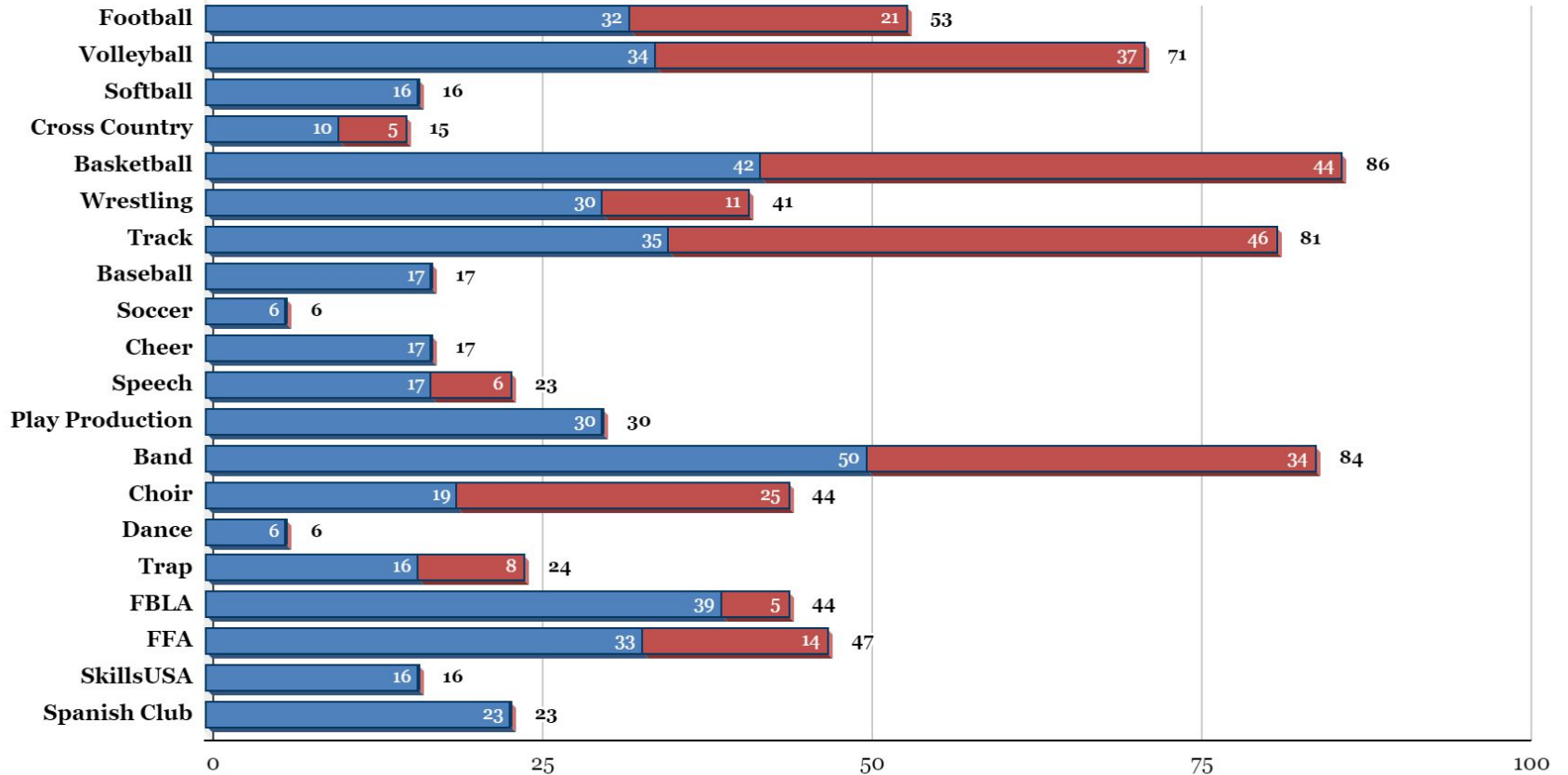
2020-2021



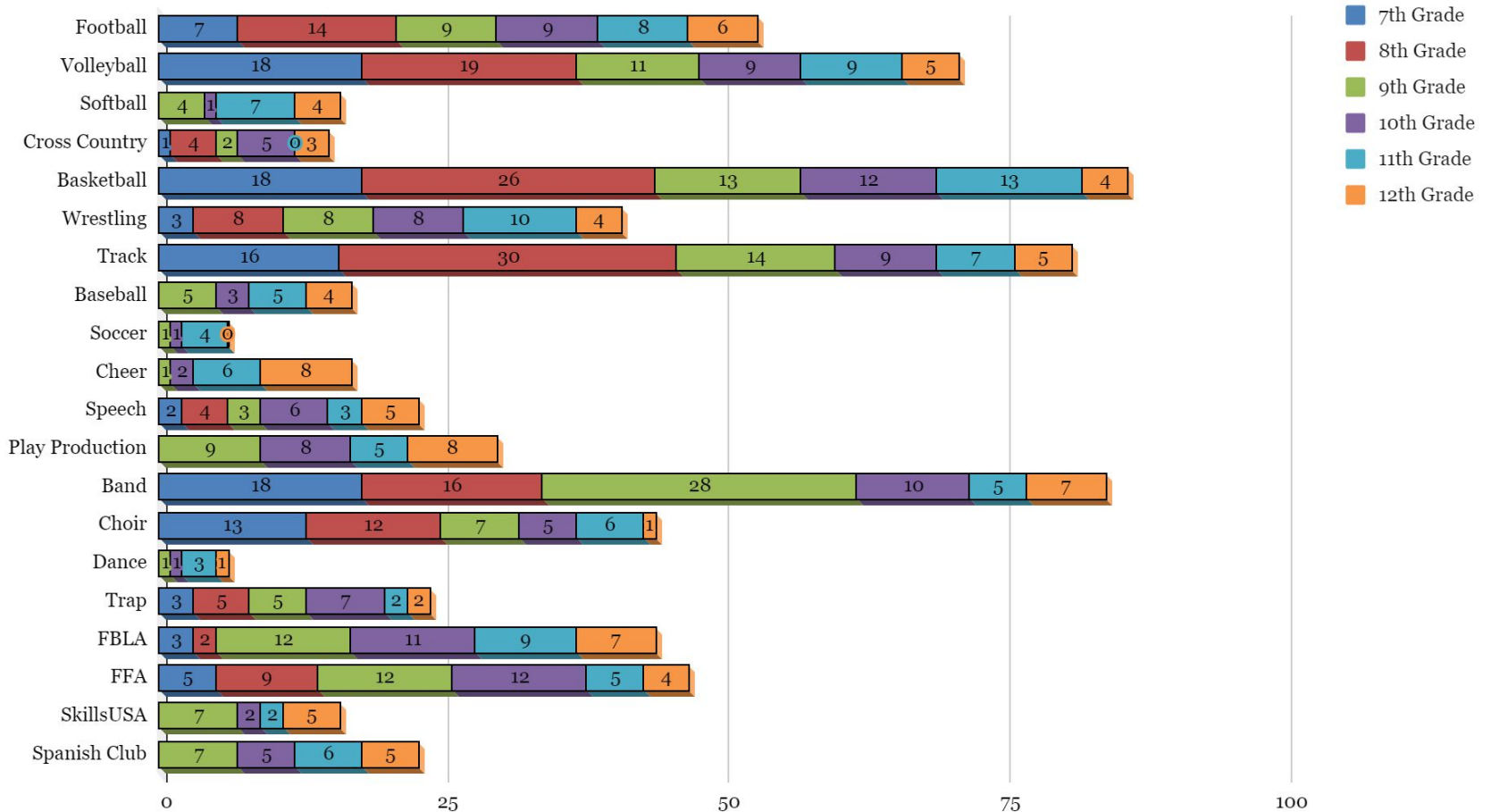
**RAYMOND
CENTRAL**
MUSTANGS

Raymond Central Participation Numbers by Activity

■ HS ■ JH

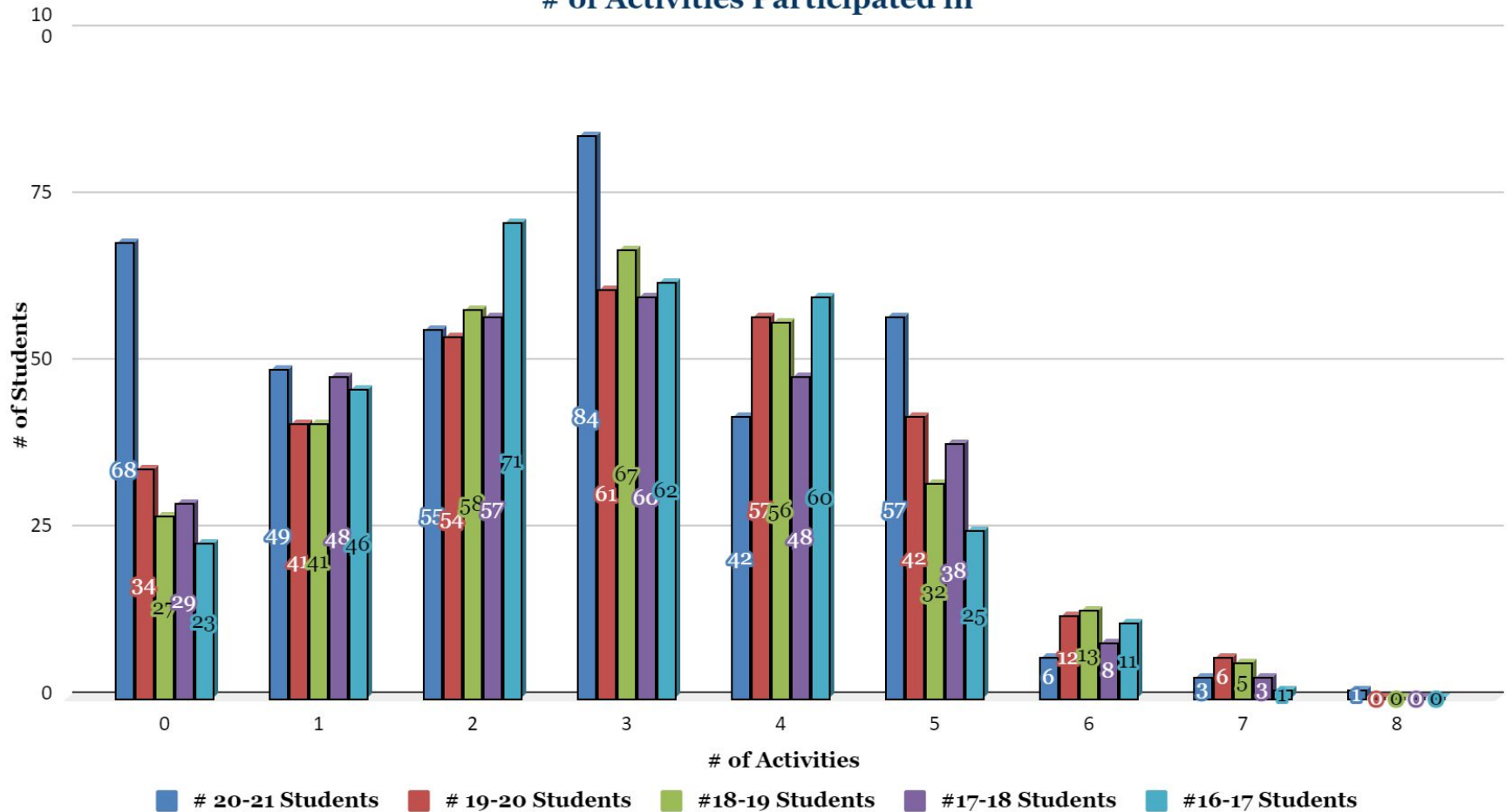


Raymond Central Number of Participants by Activity (By Class)



Raymond Central Students Grades 7-12

of Activities Participated in





2021-2022 PROPOSED Safe Return to School Plan

Raymond Public School Families,

The following is the PROPOSED 2021-2022 Safe Return to School Plan. This is not the final plan, it is a proposal. We are still tasked to create plans for our school year and we are asking for your feedback or suggestions regarding this preliminary plan. You can provide feedback on our website: [The finalized 2021-22 Safe Return to School Plan will be posted on our website by Wednesday, August 4, 2021 and go into effect on our first day with students which is Wednesday, August 11, 2021.](#)

In our most recent discussions with public health agencies they emphasized how 'fluid' the plans are at this time. While we have seen an increase in COVID cases as a result of the variant, the percentages are fairly low. The state will no longer be collecting data through the Test Nebraska website so moving forward, reliable data will not be readily available. Raymond Central Public Schools continues to work collaboratively with Lincoln-Lancaster County Health Department and Three Rivers Public Health Department to develop plans that will be safe and effective for our operations.

We will continue to review and update the plan on our webpage and communicate changes to our families through the website, email, and social media. Please be prepared for the protocols to change for a specific building, classroom, or setting based upon the community conditions and risk of spread.

General Protocols

- Everyone must self-screen for symptoms prior to entering buildings.
- Continue with frequent hand washing or using hand sanitizer.

- Maintain 3- 6 feet whenever feasible.
- Continue using enhanced disinfecting practices.
- Students and staff should stay home when they have signs of any infectious illness and continue to monitor their health conditions.

Face Coverings

The Raymond Central Schools plan for face coverings is influenced by the current community conditions and recommendations from the Lincoln-Lancaster County Health Department and Three Rivers Public Health. **Please note:** The requirement for face coverings may change if there is an identified high risk of spread within the community, school building, program or classroom.

STAFF AND STUDENTS

For staff and students who are fully vaccinated, face coverings are **OPTIONAL**. For staff and students who are not fully vaccinated, face coverings are **RECOMMENDED**. This status will be based on a self-identified system.

VOLUNTEERS AND VISITORS DURING THE SCHOOL DAY**

Volunteers and visitors who are fully vaccinated, face coverings are **OPTIONAL**. We encourage adults who are not fully vaccinated to consider wearing a face covering.

TRANSPORTATION – BUSES

We will follow the guidelines used in the school building unless there are federal or state requirements that would necessitate the use of face coverings. <This is still being evaluated on the basis of the federal guidelines for public transportation which indicates that drivers and passengers **MUST** wear face coverings.>

COVID-19 Vaccine

COVID-19 vaccines will not be required by Raymond Public Schools.

Exclusion From School

Quarantine and Exclusion requirements are established in consultation and at the direction of the Lincoln Lancaster Health Department and/or Three Rivers Health Department. The following are the protocols if you are identified as a close contact with a positive case.

Vaccinated individuals **WITHOUT** symptoms need to self-monitor for symptoms, but no longer need to quarantine or miss school as long as they remain symptom free.

Unvaccinated individuals **WITHOUT** symptoms will still need to stay home for 10 days without testing, or 7 days if they receive a negative test after the 5th day.

ALL close contacts **WITH** symptoms still need to quarantine for the full 14 days, even with a negative test result.

Remote Learning

The Remote Learning Program will not be an option for any student in the 2021-22 school year. Students who are in MS/HS should contact their guidance counselor to set up a class schedule. Extended excused absences from in-person school (including those in quarantine) will be handled as they were prior to the pandemic. It is the responsibility of the student to contact their teachers and make up work which has been missed because of any absence. The school staff will work with the students on an individual basis and use a variety of tools to assist the student in their efforts to continue their learning in these situations.

Communication of a Positive Case

We will continue to communicate with individuals who are identified as high risk close contacts with a positive case. We will no longer be sending building-wide messages or district messages. The school community can monitor the positive case numbers through the public access resources from the public health department and/or state health department.

Raymond Central School Board,

Thank you for the opportunity to serve the Raymond Central School as a propane provider for this upcoming year.

I understand the bidding process very well having done it nearly every day for over 40 years for schools, cities, counties, contractors etc., and I certainly understand that price is important and that you need to be the best stewards of taxpayer money that you can, but I would like to raise an important point when it comes to choices of suppliers. One of Farmers Cooperative's core values is "We are committed to making a difference in the communities we serve" we take this seriously and I think we demonstrate this every year. Since January of 2021 we have supported Raymond Central Public Schools by.

1. Contributing \$600.00 to the booster club
2. Donating \$1000.00 to the backpack program to be matched by one of our corporate partners {Land O Lakes} totaling \$2000.00
3. Awarded a \$1000.00 scholarship to one of your graduating seniors this year. This scholarship will be available to be applied for every year.

Thank you for the opportunity to bid for the propane for this school year!

Sincerely,

Tom Garner

Energy Division Manager, Farmers Cooperative.

**RAYMOND CENTRAL PUBLIC SCHOOLS
2020-2021 PROPANE QUOTE**

The following bid is for propane tanks to be filled for one year beginning September 1, 2020 thru August 31, 2021 for all Raymond Central sites (Ceresco, Valparaiso, High School, Bus Barn).

BID* 1,44

*Please note that the bid for propane should include a comprehensive safety check.

Comments: _____

Date 7/13/21
Contact Person Tom Garner
Name of Business Farmers Cooperative
Address _____
City, State, Zip Dorchester NE 68434
Phone Number 402-641-4601
Fax Number _____
Signature Tom Garner

Please complete and return to my office by Tuesday, July 14. If you have any questions, please feel free to call me at 785-2615.

Thank you,

Dr. Derrick Joel, Superintendent
Raymond Central Public Schools
1800 West Agnew Road
Raymond, Nebraska 68428

RAYMOND CENTRAL PUBLIC SCHOOLS
2020-2021 PROPANE QUOTE

The following bid is for propane tanks to be filled for one year beginning September 1, 2020 thru August 31, 2021 for all Raymond Central sites (Ceresco, Valparaiso, High School, Bus Barn).

BID* \$1.40 per gallon from Sept 1, 2021 thru August 31, 2022

*Please note that the bid for propane should include a comprehensive safety check.

Comments: We will do a leak check and supply monitors on the tanks. We will also put them on schedule Delivery

Date 7-13-21
Contact Person Randy Birchen or Keith Volker
Name of Business Frontier Cooperative
Address 3333 Landmark Circle
City, State, Zip Lincoln, NE 68504
Phone Number Randy's 402-910-8251 Keith's 402-867-4112
Fax Number _____
Signature Randy Birchen VP of Energy

Please complete and return to my office by Tuesday, July 14. If you have any questions, please feel free to call me at 785-2615.

Thank you,

Dr. Derrick Joel, Superintendent
Raymond Central Public Schools
1800 West Agnew Road
Raymond, Nebraska 68428

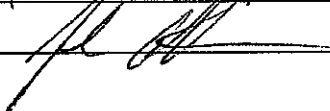
**RAYMOND CENTRAL PUBLIC SCHOOLS
2020-2021 PROPANE QUOTE**

The following bid is for propane tanks to be filled for one year beginning September 1, 2020 thru August 31, 2021 for all Raymond Central sites (Ceresco, Valparaiso, High School, Bus Barn).

BID* 1.38⁹

*Please note that the bid for propane should include a comprehensive safety check.

Comments: Leak + Safety check will be done at all sites

Date 7-17-21
Contact Person Jake Otte
Name of Business Otte Oil + Propane
Address PO Box 38
City, State, Zip Davey NE 68336
Phone Number 402-785-2365
Fax Number 402-785-2024
Signature 

Please complete and return to my office by Tuesday, July 14. If you have any questions, please feel free to call me at 785-2615.

Thank you,

Dr. Derrick Joel, Superintendent
Raymond Central Public Schools
1800 West Agnew Road
Raymond, Nebraska 68428

Propane Bid History

	Farmers Coop Tom 821-2351 tgarner@farmersco-operative.com	Frontier Coop Randy B 545-2811x203 rbirchem@frontiercooperative.com	Otte Oil Jake 785-2365 jessica@otteoil.com
2020-21	0.919	0.850	0.819
2019-20	1.010	0.949	0.939
2018-19	0.990	0.909	x
2017-18	0.930	0.939	0.939
2016-17	0.780	0.900	0.780
2015-16	0.900	1.099	0.940
2014-15	1.500	1.499	1.549
2013-14	1.040	1.269	1.250
2012-13	1.040	1.329	1.389
2011-12	1.789	1.799	1.879

Kindergarten Raymond Central Technology Fee Form

Student Name _____ Grade _____

Parent/Guardian Name _____

Parent Email _____

Raymond Central Public Schools is excited to provide one-to-one (1:1) technology for all students in kindergarten for the 2021-2022 school year. Raymond Central Public School Board of Education Policy 5416 (listed on the appendix) states that there is a \$20.00 "Tech Fee" for all students grades K-12. Therefore, we will be collecting the \$20.00 fee for all students in kindergarten for the 2021-2022 school year. **The payment and the form will be due August 21, 2021.**

If you have any questions contact Ann Egr (402-655-3561), Shelly Dostal (402-784-3301), or Keely Schaffer (402-785-2685).

Please check one of the following:

_____ I have included my student's Technology Fee of \$20 for the 2021-2022 school year.

_____ I have applied for or will apply for a fee waiver for my student.

GoGuardian Parent

GoGuardian Parent is an application available on devices running iOS and Android designed to share managed user history collected via GoGuardian Admin and GoGuardian Teacher with verified parents and guardians.

_____ Sign me up for a GoGuardian Parent Account

Parent/Guardian Signature _____ Date _____

5-12 Chromebook Case Sign Up and Take Home

Student Name _____ Graduation Year 20_____

Parent/Guardian Name _____

Parent Email _____

Take Home

Please check one of the boxes indicating whether your student can take their Chromebook home.

_____ Yes, I want my student to **take their Chromebook home** for the 2021-2022 school year.

_____ I do not want to pay the \$20 Technology fee and understand my student **will not have a school issued Chromebook** for the 2021-2022 school year.

_____ No, my student will **leave their Chromebook at school** and will check it out when they arrive at school and check it in at the end of the school day.

Chromebook Sleeve

Chromebook Sleeves are designed to protect your Chromebook from damage. Raymond Central is selling sleeves for \$15.00 to help protect the Chromebook.

_____ Yes, I will purchase a sleeve from the school for \$15.00

_____ No, I will not purchase a sleeve from the school. I will provide my own case.

GoGuardian Parent

GoGuardian Parent is an application available on devices running iOS and Android designed to share managed user history collected via GoGuardian Admin and GoGuardian Teacher with verified parents and guardians.

_____ Sign me up for a GoGuardian Parent Account

Parent/Guardian Signature _____ Date _____

Grades 1-5 Raymond Central Technology Fee Form

Student Name _____ Grade _____

Parent/Guardian Name _____

Parent Email _____

Raymond Central Public Schools is excited to provide one-to-one (1:1) technology for all students in grades K-12 for the 2021-2022 school year. Raymond Central Public School Board of Education Policy 5416 (listed on the appendix) states that there is a \$20.00 "Tech Fee" for all students grades K-12. Therefore, we will be collecting the \$20.00 fee along with the Technology Parent/Student Loan Agreement and Acceptable Use Form for all student grades 1-5 for the 2021-2022 school year. **The payment and the forms will be due August 21, 2021.**

If you have any questions contact Ann Egr (402-655-3561), Shelly Dostal (402-784-3301), or Keely Schaffer (402-785-2685).

Please check one of the following:

_____ I have included my student's Technology Fee of \$20 for the 2021-2022 school year.

_____ I have applied for or will apply for a fee waiver for my student.

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GoGuardian Parent is an application available on devices running iOS and Android designed to share managed user history collected via GoGuardian Admin and GoGuardian Teacher with verified parents and guardians.

_____ Sign me up for a GoGuardian Parent Account

Parent/Guardian Signature _____ Date _____

Jr/Sr High Handbook Changes 2021-2022

Page 6: Updated Staff

Page 7: Added 2021-2022 School Calendar

Page 27/28: Aligned Cell phone policy to Board Policy

Page 28: Updated Parent/Teacher Conference Schedule Dates for 2021-2022



JR-SR HIGH SCHOOL

STUDENT HANDBOOK 2021-2022

1800 W Agnew Rd
Raymond, NE 68428
402-785-2685
www.rcentral.org

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MISSION

The Raymond Central community is committed to providing a positive, challenging learning environment, which prepares each individual to be a responsible citizen in an ever changing society.

The purpose of this handbook is to inform students and parents of the policies, procedures, rules, and regulations that the Board of Education and Administration feel are necessary to fulfill the educational goals of Raymond Central Jr-Sr High School. The primary goal of Raymond Central Public Schools is to provide the best possible educational experience for students and to provide those opportunities for education in an atmosphere and environment, which will be conducive to learning for all students. The achievement of these goals will be furthered through a clear understanding of expectations.

Your school career should be a time of learning, of personal and social growth, and of increased awareness of your responsibilities as a citizen. These are vast opportunities and challenges for you. Hard work and cooperation by all will result in the best education possible for the greatest number of students.

WELCOME

The Raymond Central Jr-Sr High School administration and faculty extend a welcome to students. The administration is committed to upholding the Raymond Central governing values and mission statement. Raymond Central Public Schools believes...

- all individuals have value and should be shown dignity and respect;
- quality education is the cooperative responsibility of its students, staff, parents, and community;
- learning is a lifelong process;
- each student can learn and achieve personal success; and
- an excellent educational foundation will be provided for each student.

A successful secondary school education begins with a positive attitude. This handbook, by stating the attitudes and purposes prevalent at Raymond Central Jr-Sr High School, will help insure parents' rights and responsibilities.

2020-2021 ADMINISTRATION AND STAFF

ADMINISTRATION

Dr. Lynn Johnson	Superintendent
Cheryl Rieck	Superintendent's Secretary
Peggy Breitreutz	Business Manager
Allison Stansberry	Principal
Brian Gralheer	Asst Principal/Athletic Director
Trisha Fletcher	Principal's Secretary
Torie Oldfield	Office Secretary
Tasha Osten	Counselor

6TH GRADE

Johanna Jackson	6 th Grade
Adison Kenning	6 th Grade
Abby Spangler	6 th Grade

BUSINESS

Alexandra Bastian	Business/Computers/WEB
Keely Schaffer	Business/Technology
Ben Svehla	Business/Accounting/Econ

ENGLISH

Carolyn Enevoldsen	Speech/SCC English
Jill Huck	English 7-8
Alisha Starner	English 9-11
Jenna Winfrey	English 10-12

FINE ARTS

Taylor Craig	Art
Jordan Luke	Band
Laura Hill	Spanish
Aliya Spale	Vocal Music

MATH

Greg Wilmes	Algebra/Geometry 9-12
Daryl Lange	Algebra/Math 7-8
Celia Newman	Algebra/Calculus/Pre-Calc

MEDIA

Janet Dannelly	Media/Library
----------------	---------------

PHYSICAL EDUCATION

Frederick Spale	PE/Strength and Conditioning/6th Grade
Harold Pester	PE/Health/ Strength and Conditioning/6th Grade

RESOURCE

Court Croghan	Resource-HS
Andrea Hicks	Resource-HS
Jen Highstreet	Resource-HS
John Kliment	Resource-JH
Stacey Doan	Resource-JH

SCIENCE

Nicole Hummel	Science/Biology
Keaton Henry	Chemistry/Physics
Sydney Paige	Science-JH

SOCIAL STUDIES

Michael Henderson	Social Studies-JH
Andrew Placke	World St/Am Government
Courtney Polak	AM St/Geog/Sociology

VOCATIONAL

Rebecca Parks	Family & Consumer Science
TBD	Industrial Technology
Kathryn Donahue	Ag/Electricity/Welding

Jody Albrecht	Para
Miranda Basel	Para
Brad Breitreutz	Para
Teresa Pester	Para
Laura Tvrdy	Para
Heather Potter	Para

RAYMOND CENTRAL PUBLIC SCHOOLS

2021-2022

SCHOOL CALENDAR

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
 Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:45 AM - 3:00 PM

AUGUST					ST	Tch	AUGUST 2021	Tch	ST	JANUARY				
M	T	W	T	F						M	T	W	T	F
2	3	4	5	6		2	5 Thursday - New Teacher Meeting & Teacher Flex Day (July 20-August 6)	4	3	3	4	5	6	7
9	10	11	12	13	2.5	5	6, 9, & 10 Fri, Mon & Tue - K-12 Staff PD / Workdays 8 am - 4 pm	5	5	10	11	12	13	14
16	17	18	19	20	5	5	11 Wednesday - FIRST DAY OF SCHOOL - NOON DISMISSAL	5	4	17	18	19	20	21
23	24	25	26	27	5	5	11 Wednesday - Teacher Workday - Noon - 4:00 pm	5	5	24	25	26	27	28
30	31	2	2			SEPTEMBER 2021	1	1	31					
SEPTEMBER							6 Monday - NO SCHOOL - Labor Day			FEBRUARY				
M	T	W	T	F			OCTOBER 2021			M	T	W	T	F
		1	2	3	3	3	8 Friday - End of 1st Qtr	4	4		1	2	3	4
6	7	8	9	10	4	4	11 Monday - NO SCHOOL - Teacher Professional Development Day	5	5	7	8	9	10	11
13	14	15	16	17	5	5	19 & 21 Tues & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4:15 - 8 pm	4	4	14	15	16	17	18
20	21	22	23	24	5	5	20-21 Wed & Thurs - 6-12 PT Conferences 4:15 - 8 pm	5	5	21	22	23	24	25
27	28	29	30	4	4	22 Friday - NO SCHOOL - PK-12 Staff Comp Day	1	1	28					
OCTOBER							NOVEMBER 2021			MARCH				
M	T	W	T	F			24-26 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break			M	T	W	T	F
				1	1	1	21 Tuesday - End of 2nd Qtr - Dismissal at 1:45 pm	4	4		1	2	3	4
4	5	6	7	8	5	5	22-26 NSAA Moratorium - Gyms Closed	5	5	7	8	9	10	11
11	12	13	14	15	4	5	22-31 NO SCHOOL - Winter Break	5	4	14	15	16	17	18
18	19	20	21	22	4	5	JANUARY 2022	5	5	21	22	23	24	25
25	26	27	28	29	5	5	3 Monday - NO SCHOOL - Winter Break	4	4	28	29	30	31	
NOVEMBER							4 Tuesday - NO SCHOOL - Teacher Professional Development Day			APRIL				
M	T	W	T	F			5 Wednesday - School Resumes for Students			M	T	W	T	F
1	2	3	4	5	5	5	17 Monday - NO SCHOOL - Teacher Professional Development Day	1	1					1
8	9	10	11	12	5	5	FEBRUARY 2022	5	5	4	5	6	7	8
15	16	17	18	19	5	5	14 Monday - NO SCHOOL	4	4	11	12	13	14	15
22	23	24	25	26	2	2	MARCH 2022	4	4	18	19	20	21	22
29	30	2	2			4 Friday - End of 3rd Qtr - NO SCHOOL - Teacher Professional Development Day	5	5	25	26	27	28	29	
DECEMBER							15 & 17 Tue & Thurs - 6-12 PT Conferences 4:15 - 8 pm			MAY				
M	T	W	T	F			16-17 Wed & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4:15 - 8 pm			M	T	W	T	F
		1	2	3	3	3	18 Friday - NO SCHOOL - PK-12 Staff Comp Day	5	5		2	3	4	6
6	7	8	9	10	5	5	APRIL 2022	5	5	9	10	11	12	13
13	14	15	16	17	5	5	15 & 18 Friday & Monday - NO SCHOOL - Spring Break	3	2.5	16	17	18	19	20
20	21	22	23	24	2	2	MAY 2022			23	24	25	26	27
27	28	29	30	31	2	2	14 Saturday - Graduation Ceremony at 2:00 pm			30	31			
							18 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL							
							18 Wednesday - End of 4th Qtr / Teacher Workday - Noon - 4 pm							
							30 Monday - Memorial Day							
					88.5	95.0		94.0	87.5					

-3 -3 built in snow days
91.0 84.5

- First Day of School - End of Quarters - Last Day of School
- NO SCHOOL - Inservice / Work Days - School Breaks - Teacher Comp Days
- Parent / Teacher Conferences
- **Professional Development- 2 HR LATE START unless Inservice Day**

88.5 + 84.5 = 173 student days
95 + 91 = 186 teacher days

Wednesday Late Starts
 August 25
 September 15
 September 29
 October 27
 November 17
 December 8
 January 26
 February 9
 March 23
 April 27
 May 11

PARENT RIGHTS AND RESPONSIBILITIES

EVERY PARENT HAS THE RIGHT TO:

1. Be treated with courtesy and respect by all staff members at Raymond Central Public Schools.
2. Be respected as an individual regardless of race, creed, national origin, economic status, religion, sex, or age.
3. Be informed of academic requirements for any school program.
4. Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
5. Be informed of approved procedures and administrative decisions.
6. Be informed of approved procedures for seeking changes in school policies and for appealing administrative decisions.
7. Inspect the student's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the State and Federal government.
8. Be informed of all programs in special education.
9. Appeal the placement, in accordance with established guidelines, of a student in special education.
10. Secure as much help as is available from Raymond Central Public Schools to further the progress and improvement of the student.
11. Expect that every attempt will be made by school personnel to ensure parents receive important school news and messages.
12. Reasonable protection for the student from physical harm while under school authority.
13. Participate in organizations designed for parents.

EVERY PARENT HAS THE RESPONSIBILITY TO:

1. Make every effort to provide for the physical needs of the student.
2. Strive to prepare the student emotionally and socially to be receptive to learning.
3. Strive to have the student attend school regularly and on time.
4. Encourage and lead the student to develop proper study habits at home.
5. Know school requirements and procedures.
6. Speak up to prevent misunderstandings.
7. Discuss problems with appropriate persons following a proper chain of command (Teachers, Principals, Superintendent of Schools, Board of Education).
8. Work for the success and improvement of the school program.
9. Treat all members of the Raymond Central Public Schools with courtesy and respect.

STUDENT RIGHTS AND RESPONSIBILITIES

EVERY STUDENT HAS THE RIGHT TO:

1. Be treated with courtesy and respect by all staff members at Raymond Central Public Schools.
2. Be respected as an individual regardless of race, creed, national origin, economic status, religion, sex, or age.
3. Be informed of approved procedures and administrative decisions.
4. Have help available from Raymond Central Public Schools to further their progress and improvement.
5. Have reasonable protection from physical harm while under school authority.

EVERY STUDENT HAS THE RESPONSIBILITY TO:

1. Be ready to learn.
2. Attend school regularly and on time.
3. Develop proper study habits at home.
4. Discuss problems with appropriate persons following the proper chain of command (Teachers, Principals, Superintendent of Schools, Board of Education).
5. Treat all members of the Raymond Central Public Schools with courtesy and respect.

PARENT INVOLVEMENT POLICY

Raymond Central Public Schools believes that parent involvement is necessary in order to develop a total learning community for students of all ages. Children, parents, educators, and the community as a whole, benefit when parents are involved in their children's education.

Raymond Central Public Schools, with involvement of parents, may develop and implement regulations consistent with the legal requirements of the state and the goals of the school district. An annual review of these policies will be conducted by the Board of Education to alter or reaffirm the policy, following any changes made by the staff and administration.

In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the appropriate school personnel to discuss such concerns as the Superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

Upon reasonable advance request, a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and educational staff.

Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form referenced above for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

Upon request of a parent, the District will provide access to the educational records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests. When reasonable to do so or required by law, the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify parents of the nature of the survey, the date and time when such survey shall be administered, and the purpose and uses of the survey.

As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

REGULATORY PROCEDURES

ATTENDANCE: Students have a right to learn; teachers have a right to teach. Nebraska School Law (79-201, 79209), requires regular attendance for school age students. The statutes are very specific and leave little option with schools to excuse their pupils. In addition to this, schools have found that irregularity in attendance negatively affects a student's academic performance. Parents will greatly aid the school in promoting the welfare of their students if absences are held to a minimum.

MANDATORY AGES OF ATTENDANCE: A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age (per LB 966 and RC policy 5008).

ATTENDANCE POLICY AND APPEALS: An absence is defined as missing more than 15 minutes of any class. If absences become excessive, the administration will call an attendance review board meeting consisting of administration, teachers, school counselor, and parents/guardians. At this time, a plan will be developed to create a plan for the student moving forward. The office will try to mail letters timely to the parents/guardians of the students when they reach 5, 8, and 10 absences, respectively. Students who miss 5 or more times the 1st quarter, or 7 or more times the 2nd, 3rd, or 4th quarters, will be referred to the county attorney. School activities will not be counted toward this policy. When a student accumulates 10 absences per class per semester for reasons other than co-curricular activities they will be referred to the county attorney.

Students enrolled in Dual Credit Courses will need to follow the guidelines of the College. See Dual Credit Guidelines on page 32.

The Principal has the right to waive absences and extend the number of allowable absences in the case of an extended illness or hospitalization (6 or more consecutive days absent from school in a row as a result of the same illness/injury). The student will be put on a "Home Bound" list until which time they may return to school. The staff will provide assignments and make-up work to keep students current and up to date. If a student wishes to appeal a Principal's decision on an attendance issue, an appeal may be made to the Superintendent. If this is not satisfactory, an appeal may be made to the Board of Education at their monthly meeting.

REPORTING ABSENCES: Parents are to call the school to notify the office of a student absence. Personnel are on duty at 7:15 AM to receive calls. When the office has not been notified by 9:00 AM regarding the student's absence, the attendance office will call the parents to verify the absence.

BLUE SLIP: Blue absence forms are to be used for individual advanced absences.

A special request from parents or guardians must be made in writing for any individual advanced absence. ***This request should be made well in advance of the anticipated absence permitting sufficient time to obtain assignments from all teachers and to complete all assignments at the specific request of the teachers.*** The request to be absent is made through the office and is administered with a blue absence form. ***These forms must be completed and returned to the office secretary by 4:00 pm on the day prior to the anticipated absence. Failure to comply could result in forfeiture of credit for the class on the day absent.*** It is emphasized that having the permission of a parent to be absent will not be a guarantee that school authorities will waive the absence. Such decisions will be made through the Principal's office.

HOMEWORK POLICY: Students who come to class without assignments adequately completed will receive a 30% deduction. If the assignment is still not completed by class the following school day, the student will receive a zero.

MAKE-UP HOMEWORK: Students will be given two (2) days for every day of absence up to 10 to complete make-up homework. Beyond 10 days will require special arrangements. ***A student who gets sick during the school day or needs to leave for an appointment, must report to the school office and be released by the office staff. A parent/guardian must be notified by office staff prior to release; only school personnel or persons authorized on the student's emergency information may take the student home.***

Students enrolled in Dual Credit Courses will need to follow the guidelines of the College. See Dual Credit Guidelines on page 32

REPORTING AND RESPONDING TO TRUANT BEHAVIOR: Truancy is interpreted to mean improper absence from school without approval of the school and the parents. Students who skip a class or skip school for the entire day will be reported to the Principal as truant. A record of truancy will be kept as a part of the student's attendance record. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation of the case to be made. When of his or her personal knowledge, by report of complaint from any resident of the district, or by report or complaint as provided in the section, the Superintendent as the designated attendance officer, believes that any child is unlawfully absent from school he or she shall immediately investigate. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, but need not be limited to:

1. One or more meetings between a school attendance officer, school social worker, and other person designated by the school administration. If such school does not have a school social worker, the child's parent or guardian, and the child if necessary, are to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings.
2. Education counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavior needs of the child, would help solve the truancy problem.
3. Educational evaluation, which may include a psychological evaluation with the written consent of the parent or guardian, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the Administration, to identify conditions which may be contributing to the truancy problem. If services for the child and the student's family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
5. Referral to community agencies for economic services.
6. Family or individual counseling.
7. Assisting the family in working with other community services.

Truancy and tardiness are a violation of school rules. The services to be provided in response to truantries and tardiness shall also include disciplinary measures, including, without limitation, restriction of co-curricular and other activities, additional work assignments before, during or after regular school hours, and removal from a particular class or classes. Suspension (short-term or long-term) or expulsion from school may be imposed for truancy or tardiness, providing that alternatives to such action have been used or determined by the Principal to be inappropriate under the circumstances.

If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating the compulsory attendance statutes, warning the student to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, and then such attendance

officer shall file a report with the county attorney of the county in which such person resides. A student who has been truant will be ineligible for all co-curricular activities (practices included) until such time as suspensions are served. Make-up work will be required to be completed; however, absence due to truancy results in a grade of zero for work occurring during the period of truancy. Truancy is included in the eight (8) day limit and is not subject to appeal.

TARDIES FOR PERIODS 1-9 PER SEMESTER: Students who are not in their assigned classroom at the beginning of class are tardy. A tardy is defined as arriving to class or not in their seats after the tardy bell has rung. An absence to class is defined as arriving to class after the first 15 minutes of class. ***AFTER THE 2ND TARDY, EVERY TARDY ACCUMULATED DURING PERIODS 1-9 (each semester) WILL BE A 30 MIN DETENTION SERVED DURING LUNCH TIME, AFTER SCHOOL FROM 3:30-4:00 PM OR IN THE MORNING FROM 7:30-8:00 AM. EVERY TARDY AFTER 10, THE STUDENT MUST SERVE A 45 MINUTE DETENTION BEFORE OR AFTER SCHOOL. THE STUDENT WILL HAVE FIVE SCHOOL DAYS TO COMPLETE THE DETENTION OR AN ISS WILL BE SERVED.***

STUDENT DISCIPLINE

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who on a short-term suspension shall not be permitted to be on school district grounds or attend school district activities without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended ;immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or

Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant. ECigarettes will apply to this rule.
8. Public indecency or sexual conduct.
9. Engaging in bullying, that includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

E. Special Education - Discipline Actions for Special Education Students
See Policy 6600

F. Corporal Punishment - Defined

Corporal punishment is not to be used as a form of discipline. A staff member may use physical force against a pupil only for the following reasons:

- 1. Protection of the Educator;
- 2. Protection of other students or property from the student;

3. Removal of the student from a situation that endangers the student, other persons, or property. (Adopted October 17, 1988).

G. Law Violations - Reporting Student Law Violations:

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Raymond Central Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - a. Knowingly possessing illegal drugs or alcohol.
 - b. Assault.
 - c. Vandalism resulting in significant property damage.
 - d. Theft of school or personal property of a significant nature.
 - e. Automobile accident.
 - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

TOBACCO/ALCOHOL AND OTHER DRUGS:

Drug-Free Schools - The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention - The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents - Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING RAYMOND CENTRAL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86,

BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations - Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-Entry Programs - Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 60 miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools - Parental Notice of Right to Withdraw - Pursuant to the provisions of the No Child Left Behind Act, parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco - These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions - Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension,

expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention - The Raymond Central School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration - The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Academic Integrity (Article 5 Policy No. 5101)

Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Another Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

(4) Dual Credit Courses. Dual Credit Course instructors will follow college guidelines regarding academic dishonesty. See page 32 for guidelines.

ANTI-BULLYING POLICY: One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Code of Conduct and Applicable Forms of Disciplinary Action

The school district response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination.

After an investigation, individuals determined to be guilty of bullying practices, may be subject to such forms of disciplinary action, either singly or in combination (but not limited to) as:

1. provide an apology;
2. serve a detention of time before, or after, school hours for one, or several days;
3. serve a detention of time at Saturday school for one, or several Saturdays; if offered;
4. serve an in-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense;
5. serve an out-of-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense;
6. be reassigned to an alternate placement of educational program;
7. enter into "expulsion proceedings" if the bullying practices constantly recur and are determined to be physically and/or psychologically damaging, and/or severe in nature; and
8. have the case turned over to legal authorities for adjudication if the action, or actions, are determined to be physically and/or psychologically damaging, and/or severe in nature.

IT SHOULD BE NOTED THAT THE ABOVE FORMS OF DISCIPLINARY ACTION MAY, OR MAY NOT, BE ADMINISTERED IN THE ORDER LISTED ABOVE. EACH CASE OF BULLYING WILL BE DEALT WITH ON THE MERITS OF THE NATURE/SEVERITY OF THE BULLYING, AND/OR ON THE NUMBER OF REPEAT OFFENSES BY THE OFFENDING PERSON OR PERSONS.

ALL STUDENTS AND ALL EMPLOYEES OF THE RAYMOND CENTRAL SCHOOL DISTRICT ARE TO ATTEMPT TO INTERVENE AND STOP ANY OBSERVED BULLYING PRACTICES, AND REPORT ANY AND ALL SUCH OBSERVATIONS TO THE PROPER SCHOOL AUTHORITIES.

CYBERBULLYING: The use of technology such as computers and cell phones to engage in repeated and hostile behavior by an individual or group that is intended to harm others. Consequences fall under the Raymond Central anti bullying policy.

HARASSMENT: Raymond Central Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, coworkers or other persons is prohibited. In addition, Raymond Central Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.
 - a. Sexual harassment may exist when:
 - (i) Supervisors or managers make submission to such conduct, either an explicit or implicit term and condition of employment (including hiring, compensation, motion, or retention);
 - (ii) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - (iii) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
 - b. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, calling someone "gay" or fagot", foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Procedures:

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Raymond Central Public Schools, the complaint may be processed to the Board of Education.
3. The supervisor, teacher or the Superintendent of Raymond Central Public Schools for complaints which are brought to and reach the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may

be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

This policy pertains to sexual harassment of students or employees by students or employees. **Students or employees are highly advised to refrain from engaging in any sexual harassment activities.** Upon completion of a complaint form (back of book) and investigation, if individual(s) is judged to be guilty of sexual harassment that judgment may be placed in the student's file for an indefinite number of years. The same is true of employees.

INITIATIONS, HAZING, SECRET CLUBS AND OUTSIDE ORGANIZATIONS:

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activities include but are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

DATING VIOLENCE: Raymond Central Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

SEARCH AND SEIZURE: The Board authorizes the use of video cameras and similar devices on District property, and the use of searches on school property, for the purposes of ensuring the health, welfare and safety of all staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

The District shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on surveillance or searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches: School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

Searches of the District's computer system may be conducted in the discretion of the administration at any time. The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

VANDALISM: Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

ROUTINE PROCEDURES

ANNOUNCEMENTS: Daily announcements will be read from the office at the beginning of the school day and will be available on the website as well as placed in several locations in the hallways.

ATTIRE AND GROOMING - STUDENT APPEARANCE: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants).
- Clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap.
- Any material that is sheer or lightweight enough to be seen through.
- Clothing of an appropriate size and fit so as to not be revealing or drag on the ground
- Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- Head wear including hats, caps, bandannas, and scarves.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar content.

- Clothing or jewelry that is gang related.
- Bare feet. Some type of footwear must be worn, bedroom slippers cannot be worn.
- No pajama bottoms or clothing that resembles sleep wear including blankets.
- Any clothing that is deemed to have the potential to cause a disruption to the learning environment.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes unless called out and excused by a parent/guardian. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Students are permitted to wear shorts of moderate length (brief athletic shorts and biker shorts are not permitted). Outfits such as slacks and blue jeans are acceptable along with outfits of decent and modest length. Tank tops may be worn, but they must be worn over or under an appropriate blouse or shirt.

The school dress code will be in effect during school hours and at school activities unless a sponsor of an activity gives permission to a student to wear something different.

BUILDING AND ENTRY MOVEMENT: Students involved in special activities before 8:00 a.m. or after 4:00 pm must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the commons area. Failure to do so will be referred to the Principal. During school time students may be permitted to leave classroom or study for specific purposes. A school issued Assignment book signed by a teacher is required before a student may leave the classroom. The first Assignment book will be given to the students. Each additional Assignment book will cost the students \$5.00. Every student needs an Assignment book. **Each teacher will maintain a sign out sheet in their room.**

RESPECT FOR PERSONS AND PROPERTY: Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school Personnel, or District property.

BAD WEATHER: Whenever bad weather occurs, arrangements have been made with Radio Stations KFOR, 96 KX, KFAB, KOLN-KGIN TV Channel 10/11, and social media: Facebook, & Twitter, to alert patrons of procedures in the event our school will be closed for any reason, the above sources of news will be informed.

BEVERAGES AND CONSUMPTION OF FOOD: The beverage and candy machines in the building will be turned off between 11:30 AM and 1:00 PM and available all hours on Saturday and Sunday. Students will not be allowed to drink beverages in the classroom areas unless it is part of a specific learning objective/class activity except water. All food items will be consumed in the school cafeteria. **Due to federal guidelines, students will not be allowed to take food out of the lunchroom or place personal food orders for delivery to the school for lunch. Individual classes or organizations can not have food parties between the hours of 11:30 AM to 1:00 PM. During school hours, the Wellness Policy Guidelines must be followed.**

CAFETERIA/LUNCH: A student lunch is available each lunch period at the price of \$2.80. Money for lunch will be deposited in the student's personal account. **A positive balance must be kept in the account at all times. If an account has a negative balance, the student will be denied school lunch until the account is replenished.** In addition, ala carte items will be offered at an additional price. Ala carte items will not be charged on the student's lunch account - cash only at the time of purchase. Applications for free or reduced lunches are available through the school office.

The Nebraska Competitive food policy regulation forbids any competitive food or beverage service. The same regulations forbid the sale of food or beverage items by other school organizations over the lunch hour. Raymond Central policy is that students are not allowed to order fast food by delivery during lunch period. Students are allowed to bring lunch from home. All lunches or food must be consumed in the cafeteria or in designated outdoor areas with administrative permission. Food brought from home/parent during lunch to celebrate a birthday/special event, will be eaten in a designated area assigned by the principal.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

CHANGE OF RESIDENCE, TELEPHONE NUMBER OR TRANSFER: If you change your address or your telephone number, please report this information to the office at once. If you move to another city or if you transfer to another school, you must obtain a withdrawal form from the office. This form must be signed by each of your teachers, your counselor, activity sponsors, the Media Specialist, and the office. All textbooks and other materials belonging to the school must be returned before you will be given a transfer slip for admission to the new school. Your records will be sent upon receipt of a transfer request from your new school. Records will be held until all school items are turned in.

CHECKS: The school will not cash any type of check unless it is for payment of items purchased from or through a school fund.

CONDUCT: The purpose of the Media Center is to provide information and resources to students, staff, and administration. Because of the unique service that the Media Center provides, it is essential that all users treat the materials and equipment with care. The Media Center is a place for casual reading, academic study, utilization of resources, and meetings. It is not for the purpose of rough play or inappropriate socialization. When a staff member for a class or other purposes reserves the Media Center, other students may not be allowed in the Media Center without permission of the staff member present. Students are not allowed behind the circulation desk or in the A-V room without permission.

COPIES: A copy can be made in the Media Center for classroom use only. Students may only print school assigned material. ***All copying must be in compliance with Federal Copyright Laws.**

CLASS FEES: Referring to the Raymond Central Policy on Student Fees, students will not be charged a fixed fee for classes or labs that the students take for graduation credit. Students who are on or qualify for free and reduced price, the district will waive all fees. If a fee waived student makes a project in a class and wants to take that project home, the student will be subject to pay for the cost of the materials in the project before they are allowed to take the project home. Fees for activities are covered in the co-curricular area of the handbook.

ELECTRONIC DEVICES: (BOARD POLICY 5101) "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, smart watches, and other electronic or battery powered instruments which

transmit voice, text, or data from one person to another are discouraged during class time as to not disrupt the learning environment.

Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event Article 5 STUDENTS Policy No. 5101 Page 10 of 12 the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

Violations:

(i) First Violation. Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation. Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation. Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

EXCHANGE STUDENTS: Foreign exchange students provide an opportunity to enrich the learning at Raymond Central Public Schools. For further information, see Board Policy 5007.

FIGHTING AT SCHOOL: All fights that occur at Raymond Central Public Schools will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights. Scuffling and horseplay at school will not be tolerated and the students involved may be sent home for the remainder of the school day. If the incident is serious, the suspension will be for a longer period of time.

FINAL EXAMS: Raymond Central Jr-Sr High School will be implementing final exams at the end of each semester. The exams will be given over two or three days.

FINES & FEES: Students have the potential of having a book checked out to them for a maximum period of five weeks (one two-week check-out plus a renewal of another two weeks plus the one week grace period). At the end of the checkout period, the material must be returned so that someone else may access the material.

Students who fail to return materials and have not made any other arrangements will be subject to a posted fine schedule ranging from \$.50 to \$5.00. After seven weeks students may be placed on a restriction list and the office will be notified. Placement on the restriction list means that the student may lose their media center privileges.

GANG APPAREL, POSSESSIONS, AND BEHAVIORS: For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rule relative to gang apparel, possessions and behaviors applies to all students on school grounds or at school activities. Dress as identified by the administration as gang related apparel is not allowed. Any item worn or carried to identify a person, as a gang member, is not allowed.

LOCKERS: Students will be assigned lockers prior to the start of the school year. Students may not move to another locker without the permission from the Principal's office. If a student damages a locker, they will be responsible for the damage.

LOST AND FOUND: The loss of an article of high value should be reported to the school office. Other items found will be kept in the lost and found located in the office. All accumulated articles will be cleared periodically throughout the school year. **The school discourages students from bringing large amounts of money and valuable property to school.**

MEDIA CENTER INFORMATION: Students may obtain access to the Media Center before and after school with a pass issued by the student's instructor or media specialist. (These times may vary according to class reservations and/or media specialist schedules.)

PARENT/TEACHER CONFERENCE SCHEDULE - GRADES 6-12:

October 20th and 21st, 2021	4:15-8:00 PM
March 15th and 17th, 2022	4:15-8:00 PM

POSTERS AND SIGNS: *An administrator must approve both the design and placement of all posters and signs before they can be displayed.* Thumbtacks may be used to fasten posters to bulletin boards; however, masking tape must be used to attach posters to student lockers. Do not use Scotch Tape/transparent tape on or in student lockers or on walls and doors.

Progress Reports/Report Cards Grades will be available to students and parents on the internet. At the end of each quarter, the students will receive progress reports. At the end of each semester, a report card will be sent home. Parents who have questions concerning their child's progress are encouraged to contact the teacher via email or via phone call during teacher contract time. Teachers will respond within 24 hours within reason.

SCHOOL VISITORS: All parents and visitors are to check in at the Principal's office after they enter the building. We encourage parent visitation of classes and often allow others to observe classes. **However, interruption of classroom processes to confer with a teacher or student is forbidden without proper authorization. Teenage visitors are allowed only with administrative permission. No parents or visitors are to enter a class in session without the permission of the Principal's office.** Parents are welcome and encouraged to visit school at any time. In accordance with state law, we ask that parents please check in with the Principal's office.

SKATEBOARDS, ROLLER-SKATES AND ROLLER-SHOES: Skateboards, roller-skates, roller-shoes any type of roller apparatuses are prohibited at all times on Raymond Central school property including schools, playgrounds, parking lots, driveways and buses. They are to be left at home.

SUPPLIES: Each pupil is expected to provide supplies required in specific classes. This will greatly facilitate the operation of all classes and assure the pupil greater success in schoolwork.

TELEPHONE CALLS: Phone calls for students during school hours should be kept to a minimum. Messages will be written down, and the students will be called to the office at the end of a class period. Pupils will not be called to the telephone while in a class except in an emergency situation. The school telephone is primarily for school business and should not be used for personal calls. No long distance call, regardless of its urgency, is to be made from the office telephone at any time without the specific approval of the office. **Students should not use class time for phone calls.** Phone use should be appropriate and respectful.

TEXT BOOKS: Textbooks are provided by the Raymond Central Public Schools. Students have the responsibility to give textbooks proper care. Book covers should be used at all times. The students must pay for excessive wear and damage to books. At the beginning of every class, students will be required to complete a 3x5 card to record the condition of the specific book assigned. Textbooks must be returned at the conclusion of the course, if not returned the student will be charged to replace the book. If damage is done to the book the fine schedule is as follows: Broken Binding -\$20.00, Pen Marks - \$.25, Broken Covers -\$ 15.00, Torn, but repaired \$.50. Failure to pay fines and/or return other equipment will result in the student not being allowed to checkout books and/or equipment for the next semester. Teachers will not accept books that can be repaired by the student (including erasing pencil marks) until those repairs have been completed.

TRANSPORTATION

BUS SAFETY: All students are subject to the following rules when riding on a Raymond Central School Bus:

1. When leaving the bus, students should cross the street in front of the bus after carefully checking traffic.
2. The bus driver is responsible for controlling the behavior on the bus. Students must obey the driver as they would a teacher or administrator.
3. Students must always be seated and facing forward when the bus is moving.
4. Student should not put arms, hands, etc. outside of windows. The aisle must be kept clear at all times.
5. Students should assist in keeping the bus clean by using the trash receptacles available in each of the buses.
6. Students should be courteous and use no profane language.
7. Students should not be destructive.
8. The driver is authorized to assign seats.
9. While waiting for the bus at a designated bus stop, all school rules and regulations will apply and appropriate behavior is expected.
10. A student who is having a guest coming to their house or going to another student's house, must have two notes, one from their parents and one from their guest's parents granting permission. The notes must be signed by the principal prior to getting on the bus. Permission may be denied due to the lack of room on the bus.
11. Riding the bus is a privilege. The bus is an extension of the school day. All rules and regulations will apply. If students choose not to follow the rules, appropriate discipline will be administered. If a student violates a rule, the bus driver will file a Discipline Report to the appropriate administrator.

Violations are as follows: 1st offense - warning

2nd offense - may result in a suspension of bus privileges for two (2) or more days.

If the offense is of a severe nature, bus privileges could be suspended immediately. If this occurs, parent(s) will be contacted to arrange alternate transportation prior to the initiation of the suspension.

BUS ROUTES: Following are procedures that are to be followed in the event a parent requests a change or alteration in an already established bus route.

SHORT TERM ROUTE CHANGES: Request involved a change or alteration for one day or less

1. Short-term changes will be made only if the new pick-up or drop-off points are already an established stop on the present bus route.
2. Parents wishing to change the pick-up or drop-off point of their children on a "short term" basis must write a note to their respective bus drivers indicating the requested change.

3. Should a bus driver receive a written parent request for a change in a student's pick-up/drop-off point and the requested change is already an established stop on their route, the driver may initiate the change without further approval. Once the driver approves a change, the driver must notify the office and place a written parent request in the gas log folder to be turned in monthly.

LONG TERM ROUTE CHANGES: A change in a pick-up or drop-off point for more than one day and not less than six days. Long-term changes will be granted only if the requested change is already established stop on the present route, or the change does not substantially alter the present route. Parents wishing to change a child's pick-up or drop-off point on a "long term" basis must submit the request in writing to the Superintendent. Once received by the Superintendent, the request will be reviewed and a response sent to the parents in writing. This written response, if one of approval, shall include the new pick-up or drop-off point and the starting and ending date of the change. A notice of an approved change (copy of the parent notice) shall be placed in the master route files with copies sent to the respective Principal and bus driver.

The purpose behind these procedures is to standardize the alteration of bus route in a way that will provide for the safest possible operation of our transportation system. In instances where these procedures have not been followed by parents, bus drivers are advised to contact the transportation director for direction on handling the situation on an individual basis. When the problem is of an immediate nature, the bus radio can be used to contact the Principal.

CLOSED CAMPUS: Students are not allowed to leave the school building during the school day unless permission is granted through the Principal's office. Once a student arrives at school, they are not permitted to leave school grounds without approval from the Principal's office. Parked cars and parking lots are definitely off-limits during school hours.

Violations are as follows:

- 1st infraction - warning
- 2nd infraction - one (1) 45 minute detention
- 3rd infraction - two (2) 45 minute detentions
- 4th or more infraction - 1 day ISS or OSS

Students must sign out when leaving school; however, approval must be given before a student can leave. The school must have verification from a parent for a student to leave.

USE OF VEHICLES: If bus service is not utilized, transportation to and from school is the responsibility of the individual student. Senior high students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation. *Note: Bus stop arms are to be strictly observed.
2. Careless or reckless driving on school property will result in suspension of the privilege of driving on school property.
3. A parking area for student vehicles is located on the south and southwest side of the building.
4. Do not loiter in the parking lot before/after school and after activities; returning to a car during school hours requires permission of an administrator/authority. Failure to comply will result in a warning for the 1st offense and a detention for the 2nd offense.
5. A zone painted yellow or blue means Restricted Parking. Police will be called for anyone parking illegally in the handicapped parking facilities.

COUNSELING

ORGANIZATION: The Counseling Department was organized for the purpose of helping each student adjust to present environments, to enjoy all educational opportunities that meet interests and learning capacities, and to aid in becoming increasingly and wisely self-directive individuals. The School Counselor, with the cooperation of all other faculty members, carries on the work of the department. Any student may apply to the Counselor for aid or advice on whatever problem occurs, or any faculty member may refer a student to this department for

necessary aid and advice. If a student is seeking the help from the School Counselor, arrangements should be made with the teacher to make an appointment with the counselor for an interview. Most interviews should be scheduled during a study hall period, if possible. Before school and after school are also good times for interviews.

JUNIOR HIGH PROMOTION REQUIREMENTS: Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

SENIOR HIGH GRADUATION REQUIREMENTS: Students must have 230 hours of credit in order to graduate. Students must also be in attendance for 8 semesters and registered for 8 classes every semester. The hourly requirements are as follows:

English	40 credits
Math	30 credits (Must pass Algebra)
Science	30 credits
Social Studies	40 credits (Must pass 10 hrs of Geog, World History, American History, American Government)
Economics	5 credits
Business/Technology	15 credits
Fine Arts	10 credits
Health	5 credits
PE	5 credits
Business	5 credits
FCS	5 credits
Speech	5 credits
Additional	10 credits (from Vocational or Fine Arts)
Choice Electives	40 additional credits

A class that meets 5 days per week for one semester earns 5 hours of credit, and one class cannot satisfy two or more requirements.

Register requirements for each grade level are:

1. Freshman must register for: Math, English, Social Studies, Health, and Science.
2. Sophomore must register for: Math, English, Social Studies and Science.
3. Juniors must register for: English, Science, Math and American History
4. Seniors must register for: Economics/American Government, and English.

SPECIAL EDUCATION Certificate of Attendance

Students who have an IEP (Individualized Education Plan) according to Public Law (PL) 94-142 and Nebraska Department of Education (NDE) Rule 51 may receive Special Education services. Following are the graduation options that are offered to Special Education students. The program is arranged so that the qualified student receives individual instruction based upon his/her needs. Each student is mainstreamed as much as possible. The student is provided assistance with regular education classes and receives remedial instruction for material in a specific area.

#1 - Standard Diploma 240 hours - a student completed the required credits

- It is recommended that the IEP team review and document that all requirements for receipt of a signed, regular high school diploma have been met.

#2 -Certificate of Attendance - the student completed or progressed toward IEP/transition goals, but not the standard course of study.

- It is recommended that graduation be addressed in all transition plans. Plans for graduation should be considered in the development of the course of study and reviewed annually.
- A student on a Certificate of Attendance path shall receive a pass/fail grade for any courses where the curriculum is modified.
- The receipt of a signed, regular diploma terminates the service eligibility of students with special education needs.
- It is recommended that all diplomas awarded by a school district be identical in appearance, content and effect, except that symbols or notations may be added to individual student's diplomas to reflect official school honors or awards earned by students.
- A student who receives a document such as a certificate of attendance, unsigned diploma, or blank folder is eligible to continue receiving special education services until receipt of a signed, regular diploma or until the end of the school year in which the student turns 21.

Valedictorian/Salutatorian - It is the policy of Raymond Central Public Schools that the Valedictorian and Salutatorian will be determined by overall GPA only, figured through the end of the 12th grade. The person with the highest overall GPA will be named Valedictorian, and the person with the second highest overall GPA will be named Salutatorian. In case of a tie, there; will be more than one named for the level where there is a tie (i.e. if the top two people in the class had the exact same GPA, they would both be named Valedictorian). If the tie is for Valedictorian, no Salutatorian will be named. Students must have attended Raymond Central for a minimum of 4 full semesters in order to be named Salutatorian or Valedictorian. Students who have a record of academic dishonesty will forfeit consideration for Valedictorian or Salutatorian. Administration will notify student and family when the forfeit is in effect. A copy of that official letter will remain in student file.

High Distinction/Distinction: Students with a GPA of 97-100 will graduate with High Distinction and receive a medal. Students with a GPA of 94-96.99 will graduate with Distinction and receive a medal.

Academic All-Conference: Seniors with a GPA of 3.5 or higher and an ACT score of 25 or higher will be named to Academic All-Conference and will receive a medal.

GRADING SCALE:

Letter Grade	Numerical Grade	Grade Point Average
A	94-100	4.0
B+	93	3.9
B+	92	3.8
B+	91	3.7
B	90	3.6
B	89	3.5
B	88	3.4
B-	87	3.2
B-	86	3.0
C+	85	2.9
C+	84	2.8
C+	83	2.7
C	82	2.6
C	81	2.5
C	80	2.4
C-	79	2.2
C-	78	2.0
D+	77	1.9
D+	76	1.8

D+	75	1.7
D	74	1.6
D	73	1.5
D-	74	1.4
D-	71	1.2
D-	70	1.0
F	0-69	0.0

HONOR ROLL: At the end of each semester, honor roll lists will be published. These lists will recognize students' academic successes. They are as follows:

Special Commendation	Grades are all A's
Honor Roll	Two A's and no grade below an 86% (B)
Honorable Mention	No more than one (1) C and it must be no lower than 80%

NATIONAL HONOR SOCIETY: Any student in grades 10-12 who qualifies in the four areas based on Scholarship, Service, Leadership, and Character is eligible for selection. After completing the application process, a Faculty Council comprised of five teachers appointed by the principal, will meet to select members for the Raymond Central Chapter of National Honor Society. If a student is not selected, he/she can appeal the selection first to the sponsor and then to the Principal. The Principal will determine if the process for selecting the recipients was followed according to the guidelines of the National Honor Society.

TEST PROGRAMS: The Raymond Central Jr-Sr High School conducts a complete testing program to aid in the identification of each student's unique abilities and to monitor academic growth. Following is a list of tests given each year:

1. Achievement – 3-10 (NWEA)
2. Pre-ACT 10th
3. ACT – 11th
4. ASVAB 11th
5. PSAT 10-11th

Contact the school counselor for specific details regarding each type of test.

Dual Credit Guidelines

Dual/Online Credit Opportunities Types:

1. **Students can take courses with our Raymond Central faculty who are approved to teach college equivalent courses.**
 - a. Students must meet the requirements set by the college and the high school to take these courses.
 - b. These classes will be scheduled into a student schedule.
 - c. Students will be granted high school credit for a passing grade in the course.
 - d. Students must follow the college requirements to earn the college credit.
2. **Students can take online college credit courses via an online format through colleges.**
 - a. Students must meet the requirements set by the college and the high school to take these courses.
 - b. Students must be on track to graduate to take online college credit courses.
 - c. Students can receive an online college period in their schedule to work on this course during the school day.
 - d. Students must follow the college requirements to earn the college credit.

Dual/Online College Credit fees

1. Dual/College Credit tuition fees will be paid by the student.
 - a. Students who qualify for free or reduced lunch can see the school counselor for scholarship opportunities.
2. Classes that are taught by Raymond Central Faculty will have books and supplies provided by the college.
3. Classes that are not taught by Raymond Central Faculty, students will be responsible for purchasing all books and supplies.

Attendance/Homework/ Deadlines for Dual/Online College Credit Classes

1. Students will follow all attendance policies provided by the college to earn college credit. College schedules may not align with the Raymond Central District calendar. It is the responsibility of the student to know their own college schedule.
2. It is the student's responsibility to make up any late assignments as soon as possible. When absent, THE STUDENT must see THE INSTRUCTOR about what was covered in class. Obviously, unusual circumstances, extended illnesses, and/or prearranged absences will be handled individually. COLLEGE INSTRUCTORS are not obligated to give you any information that was covered during your absence. Any assignment that the student missed because of an absence is under faculty discretion as to whether the student can make it up. THE STUDENT needs to personally reach out to the teacher to inform them of an absence in order for any make up work to be approved.

Drop Policy for Dual Credit and Online College Credit Courses

1. Due to the impact of the college classes on the student's high school schedule, students who register are expected to commit to a full semester of the course.
2. Colleges offer withdrawal dates, however, the high school date for withdrawal from classes and a change of schedule is 1 week (7 days) after the start of the college credit course. (This means that if you, as a student, decide to withdraw from the college class, you must do so WITHIN the time requirements for RC.)
3. Any extenuating circumstances will need to be discussed with the school counselor and the principal.

PARENT/STUDENT FERPA PRIVACY NOTE:

The purpose of FERPA is to ensure the privacy of educational records and access to those records. The aspect of FERPA that tends to take families by surprise is that "ownership" of the educational data switches from the parent/guardian to the student once a student turns 18, or younger than 18 upon enrollment in a postsecondary institution (regardless of who is paying the tuition or the presence of a disability). This means that once a student attends college, the parent/guardian no longer has an automatic right to see data such as grades. With this in mind, it is the STUDENT'S responsibility to communicate with the professor about assignments, grades, attendance, etc. The professor will NOT contact parents/guardians and is not under any obligation to answer any parental/guardian email, phone call, or any other form of communication. This policy excludes communication during Parent/Teacher Conferences.

Academic Integrity

All coursework is essential to the integrity of the College and your credentials. Be mindful of your integrity as you prepare assignments and tests. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity, the integrity of the College and a violation of the SCC Student Code of Conduct. The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success.

Academic Dishonesty

Examples of Academic Dishonesty include, but are not limited to the following:

1. Plagiarism
2. Intentionally or unintentionally presenting the ideas, words, information, or images of another as your own work by not properly citing the original sources. Allowing others to write or edit your work.
3. Fabrication/Falsification
4. Presenting altered or invented information as fact.
5. Cheating
6. Obtaining unauthorized materials or assistance for one's own academic benefit. Examples:
 - copying work of other students;
 - falsely identifying the student presenting the work;
 - submitting work created for another class or purpose;
 - attending class or taking a test for another student
7. Facilitating Misconduct
8. Assisting others in actions considered dishonest. Giving unauthorized help on tests, labs or homework.

If you have a question about academic honesty, consult your instructor.

What can students do to avoid dishonesty?

- Allow adequate time to study and complete assignments.
- Use available resources. Instructors, campus tutors, online tutoring services, and access to Turnitin.com (a plagiarism detection service) are available to help students prepare for exams and complete assignments.
- Never assume that collaboration is permitted unless the instructor specifically indicates you may do so.
- Read your Course Syllabus.
- Request written directions for assignments.
- Read the course grading practices and other documents provided by your instructor.
- Read deadlines and policies on late work.
- Retain all rough drafts, notes and graded work until final grade is posted.

Consequences of Dishonesty

Southeast Community College is committed to Academic Integrity and the value of your education. Faculty will report violations to Student Services and penalties can include the following dependent upon the total number of reports or severity of the act in accordance with protocols detailed in the SCC Student Code of Conduct:

- Failure of the assignment or course
- Disciplinary warning or probation notice
- Suspension or expulsion

Credit Recovery Program

1. Students who do not pass a required course will be reassigned to that course the following semester or school year depending on when that specific course is offered.
2. Students who need to make up a course that is not offered within the following year will be placed on Apex Credit Recovery.
3. Students taking Apex Credit Recovery will be given a class period to work on that course as their schedule allows.
 - a. 1 semester course is given 1 semester of a class period; 1 year course is given 1 year of a class period
 - b. If the course is not completed within the given amount of time, students must complete the course on their own time.
 - c. If that course is not completed within 1 year of the start date and needs to be continued the student and family will incur the cost of the Apex license for the following year.

4. Students and parents will sign a document prior to the start of the Apex Credit Recovery Program.
5. If you choose to take a class(es) over the summer, you will be charged a \$200 fee.

HEALTH SERVICES

ILLNESSES: Students showing definite signs of illness should be kept home. The specified number of days as recommended by the State Health Department should be observed. Should students become ill during the day, the school office will telephone the parent or person specified. Parents, who are away from home during school hours, should provide the school with telephone numbers where they can be reached should it become necessary. An ill student cannot leave school until permission of the parent, or the person designated by the parent, has been received.

HEALTH EXAMINATIONS: Students in the Raymond Central Public Schools will receive an exam screening of their vision, hearing, height, weight, and scoliosis. Referral notes will be mailed to the parents of those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

TAKING MEDICINE AT SCHOOL: If the student is to have prescription medication administered by school officials, please send it in the original container from the pharmacy with the directions intact. A permission form must be completed and returned to the office before medication can be administered from the office. If a student requests to take "over-the-counter" medication, a permission form must be signed by the parents and must be returned to the office before the medication can be administered. If a form has not been completed, the office must obtain verbal consent via phone from the parent/guardian. Students are encouraged to bring their own "over-the-counter" medication. **The school does not supply any medication.**

COMMUNICABLE DISEASES: Raymond Central Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will be allowed to attend school in the student's usual class setting only after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

The Nebraska Department of Health recommends the following:

DISEASES - EXCLUSION FROM SCHOOL:

Chicken Pox	May return to school after a minimum of 6 days after onset of skin eruption
Diphtheria	Must have doctor's written permit to return to school
Influenza	Excluded for duration of illness
Strep	Excluded until no fever and under treatment for 24 hrs (Scarlet Fever, Scarletina, Strep Throat)
Pinworm	Excluded until treatment as documented by a physician
Pinkeye	To be excluded for a minimum of 24 hours, may be readmitted following treatment by a physician, and when eyes have cleared

SKIN AND SCALP CONDITIONS:

Impetigo	Excluded upon recognition by teacher. Readmitted following treatment by physician.
Ringworm	Excluded upon recognition by teacher. Readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days.

Head-Lice	Excluded upon recognition by teacher. Readmitted following treatment and the product used, MUST accompany student upon return to school. All affected members of the household should be treated at the same time.
Scabies	Excluded upon recognition by teacher. Readmitted 24 hrs after treatment by physician. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

IMMUNIZATIONS AND PHYSICALS: School boards require that each student be protected against measles, mumps, rubella, poliomyelitis, diphtheria, whooping cough, tetanus and Hepatitis B. If parents object to having a child immunized, they must sign a refusal of immunization form. If this is signed, it should be understood that during a disease outbreak your child might be excluded from school for the duration of the outbreak. According to LB59, a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade, in the case of a transfer from out of the state to any other grade unless a parent of a child objects thereto in writing.

DENTAL: The Nebraska legislature has enacted laws requiring screenings to be provided to school-age children. Height, weight, vision, hearing and scoliosis screenings are done at our school in the fall. Dental screenings are also required for all students, and we ask that you use the summer months to schedule a dental exam. Following the exam, the dentist is to complete a dental form, and parents are to return the form to the school. Many dental offices have a supply of these forms, or they may be obtained from the school office.

INFORMATION FOR STUDENTS: Nebraska Revised Statute 71-6909 requires that on or before October 1 of each school year, each school district shall provide written information to all students in grades 7-12 explaining the provisions of Neb Rev Stat 71-6902 with regard to the requirements for parental notification as a condition for obtaining an abortion and the provisions of Neb Rev Stat 71-6903 and 71-6904 with regard to seeking a judicial waiver of notification. If a woman under the age of 18 who is not self-supporting or married becomes pregnant and decides to have an abortion in Nebraska, certain laws apply to her.

CO-CURRICULAR ACTIVITIES

ACTIVITY POLICY: Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FBLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

STUDENT FEES AND ACTIVITY POLICY: The Board of Education of Raymond Central Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2019-2020 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items & miscellaneous
 - a. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
 - b. Courses
 - (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

- (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
 - (iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
 - (iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
 - (v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
3. Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
 4. Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2021-2022 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.
 5. Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
 6. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
 7. Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for

the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.
9. Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
10. Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
11. Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
12. Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.
13. Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

If your K-12 student(s) is on Free or Reduced Lunch status, he/she may qualify for a "waiver" (No payment required) for student dues and fees listed below. Please return the Student Fees Waiver Request form with your Free or Reduced Price Lunch Application Form to your student's respective Principal's Office.

**2021-2022 STUDENT FEES POLICY
RAYMOND CENTRAL PUBLIC SCHOOLS #161**

Attention: K-12 Parents - If your child is on Free or Reduced Lunch status, he/she may qualify for a “waiver” for the student dues and fees listed below (no payment required). Please return the Student Fees Wavier Request Form with your Free or Reduced Price Lunch Application to your child’s respective school.

ADDITIONAL SPECIFICATIONS OF REQUIRED MATERIALS AND FEES

<u>Program</u>	<u>Fee Amount per Year</u> (unless otherwise noted)
Preschool	\$540.00
Elementary Summer School	\$30.00
Secondary Summer School	\$200.00

Dues for Expenses of Local, and/or State/National

K-12 Technology Fee	\$20.00
FBLA	\$25.00
Art Class Beginning	\$10.00/Semester
Art Class Advanced	\$15.00/Semester
Art Independent Study	\$15.00-\$25.00/Semester
Ceramics	\$25.00/Semester
Digital Photography	\$20.00/Semester
Band Dry Cleaning	\$11.00
Band Repair/Rental	\$50.00
Choir Dry Cleaning	\$12.00
Drama Class	\$10.00
Mock Trial	\$10.00
Competitive Speech Class Fees	\$25.00/Semester
NSDA	\$20.00 (One-time fee)
Spanish Club	\$8.00
Foods/Textiles/Culinary 1 & 2	\$25.00/Semester
Ag Ed Labs	\$20.00/Semester
Crop & Food Science	\$15.00/Semester
Horticulture/Plant Science	\$15.00/Semester
Metal Fabrication	\$25.00/Semester
Welding	\$30.00/Semester
FFA	\$25.00
Industrial Tech Labs	\$30.00/Semester
Introduction to Construction	\$45.00/Semester (Includes One-time fee of \$25.00 for OSHA testing)
Construction Projects	\$30.00/Semester
Autobody Class	\$30.00/Semester
SkillsUSA	\$25.00
Field Trips	Fee Set by Sponsor

Activity Fee for Students in Grades 7-12 Participating in one/or more of the following activities:
\$40.00 (One-time fee)

- | | |
|--------------------------------------|-------------------------------|
| - Baseball | - JH & SH Football |
| - Softball | - JH & SH Track |
| - Soccer/Golf (Cooperative Program*) | - JH & SH Volleyball |
| - JH & SH Basketball | - JH & SH Wrestling |
| - JH & SH Cross Country | - Competitive Drama (One Act) |
| - Cheerleading | |
| - Dance Team | |
| - JH & SH Speech & Debate | |

*Each student will be assessed a participation fee to be determined by the host school. This fee must be paid to the host school prior to the first practice.

ACADEMICS: Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. If a student is below 70% in two or more classes per week, the student will be declared ineligible to participate or compete until they have fewer than 2 classes under 70%.
2. It will be the duty of the sponsor/coach to notify the student that they are ineligible. It will be the duty of the student to notify their parents/guardians that they are ineligible.
3. A preliminary list will be run on Wednesday with a final list ran on Fridays. If you are on the list on Friday, you will be ineligible starting Monday of the following week.
4. Students will become eligible when teachers notify administrators, sponsors, and parents that the grade is at 70% or above.
5. If a student is to attend:
 1. Any instructional Field Trips which are a part of the scheduled course learning experience, students will be given an alternative assignment and the student will not attend the field trip that day.
 2. An activity/event which requires a student to compete/participate for a grade, students will be given an alternative assignment and the student will not attend that competition/event\

***Teachers will be allowed 2-4 school days to put in grades depending upon the extent of the assignment. Special circumstances may be reviewed by the administration.*

ATTENDANCE AND ACADEMICS: Participants are expected to attend school regularly and show evidence of sincere effort towards scholastic achievement. Participants are expected to be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contest, they should contact their sponsor in advance.

ACTIVITY INSURANCE: It is required that all students who participate in athletics be covered by insurance. (Not all co-curricular activities require insurance.) When parent/guardian insurance covers the student adequately, that coverage is acceptable. (Check with your agent or check your policy to be certain your students are covered.) Any student wanting insurance may purchase coverage. The district deals with Mutual of Omaha and Student Insurance Services. Prices vary and policies are numerous. Information may be requested from the office.

ACTIVITY PASSES: Students may buy activity passes at the Principal's office. The cost is \$25.00 dollars and entitles that student to attend any activities sponsored by the school district. Students who are on free or reduced lunch may apply for a fee waiver and receive a free activity pass. Adult passes are available for \$45.00 and family passes for \$115.00. There will be a replacement charge of \$5.00 for lost or damage activity passes.

APPEARANCE: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and, well-groomed appearance.

CITIZENSHIP: Participants are expected to model good citizenship at all times by conducting themselves in a manner that reflects positively upon themselves, the school, and the central community. (Behavior representative of a good citizen shall generally mean, the following definition: "One who gives special emphasis to common honesty, morality, obedience to law, respect for the Constitution of the United States, respect for the Constitution of the State of Nebraska, and respect for parent (s), school home and other lessons of a steady influence which tend to promote and develop an upright and desirable citizenry.")

CONDUCT: Participants shall refrain from engaging in activities that constitute a violation of the laws of the community, State or the United States. This shall include any and all unlawful activity other than a minor traffic offense (3 point violation or less). The Principal/Superintendent reserve the right to add or change anything in the student handbook in order to provide for the safety of students and staff.

GENERAL INFORMATION FOR ATHLETICS: Each student who expects to participate in athletics shall once each year present a physician's certification stating that he/she is physically fit to participate prior to competing in practice or competition.

If an athlete is under medical advice not to participate he/she will not be allowed to do so regardless of feelings of the athlete's parents or coaches. Upon returning to practice he/she must have written doctor's report to that nature.

Each student must have a parental permit slip signed prior to competing in practice or competition.

Each athlete must be covered by accident insurance. The school will make available a group policy at a nominal fee for all athletes. Those students who do not wish to participate with the school group must have a signed statement from their parents that they have other insurance.

Team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be put in writing and must receive prior approval by the principal. Parents can still pick up their students after an event by personally notifying the sponsor.

Dress of team members making trips should be clean, neat, and in good taste.

A team member is not allowed to practice or compete on a day he/she is unable to be in school because of illness, or unexcused absence, unless participation is approved by the Athletic Director and/or Principal. Students are to be in school for the last four (4) periods of the day unless they have prior permission for a doctor's appointments, etc.

All athletes are to be in school at the start of the next school day following an athletic event in which they participated in unless they have administrative approval beforehand. Oversleeping will not be tolerated.

There will be no **mandatory** practice sessions held on days when school has been called off because of inclement weather. If a practice is held, the coach should encourage the student to call the parent for permission to stay/not stay for the practice.

Raymond Central Athletic Department has a no cut policy in all sports. No student will be cut or dropped from a team because of lack of ability.

All athletes will be charged for athletic equipment and uniforms which were checked out to them but not returned because they were lost, stolen, damaged, etc. This will be decided by the coach, athletic director and or principal.

PARTICIPATION AND ATTENDANCE: All students participating in co-curriculum activities must maintain a good attendance. A student may be withheld from co-curricular activities because of poor attendance. The coach/sponsor is responsible for monitoring a student's attendance. The following applies to the students' eligibility:

1. The student must be in classes on the day of the activity, periods 5-9 in order to participate. *Exception Home School or Exempt school students.
2. A parent may contact the Principal prior to 8:30 am for the student to be excused because of an unexpected situation, which will keep the student out of school all, or part of the school day.
3. Activity departure before 12:00pm must be here the start of the day. Departure after 12:00 pm students must be here four periods prior to leaving on the bus.

Any student in violation of this policy will not be allowed to participate in the next activity of a similar nature. (If violation involved a practice, the student cannot take part in the next practice and the sponsor will refer to procedures for an un-waived absence; if the violation involved a contest, the student will not be allowed to participate in the next contest). Students may not participate in a contest or a scheduled activity if they have been truant from school. All detention time assigned by the office because of truancy needs to be made up prior to a practice or an event.

SPORTSMANSHIP, ETHICS AND INTEGRITY: The Raymond Central Board of Education recognizes the value of co-curricular activities in the educational process and the values that young people develop through the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board approved co-curricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

STUDENT CONDUCT AT ACTIVITIES: The Nebraska School Activities Association has approved the following guidelines. Raymond Central High School is a member of the NSAA, and these guidelines will be implemented. Students should:

1. Not go onto the playing surfaces at any time including after the end of the game
2. Realize that school authorities will take the proper action against anyone who disobeys rules and regulations.
3. Know and demonstrate the fundamentals of sportsmanship.
4. Cooperate with cheerleaders and band.
5. Exert peer pressure on fellow students whose conduct is unbecoming.
6. Respect property
7. Respect the judgment of the coach and game officials.
8. Avoid abusive and profane language and obnoxious behavior.
9. Censure fellow students whose behavior is unbecoming.

The above guidelines parallel those of the Nebraska Capitol Conference of which Raymond Central is a member.

CONSEQUENCES FOR MISCONDUCT FOR CO-CURRICULAR ACTIVITIES: The enforcement of this policy will begin with the official starting day of the fall sport season established by the Nebraska School Activities Association and will end the last official day of school in a given year as established by the Raymond Central Board of Education, unless the activity extends beyond the last official day of school. All suspensions do not carry over to the next year.

ACTIVITY PARTICIPATION IN REGARD TO ILLEGAL DRUGS, ALCOHOL AND TOBACCO: It is essential to a successful activity program that the participants condition themselves both physically and mentally year around. In order to help promote the most successful activity program possible at Raymond Central, and to develop and maintain better students, the following participation rules in regard to illegal drugs, alcohol, and tobacco use have been adopted. These rules apply to any student associated with any activity program. Activities which are after dismissal time (outside the normal classroom time) will be affected. All NSAA, Nebraska Capitol Conference activities and Raymond Central 7-12 activities will be affected.

Activities Covered. Any activities outside the school day and/or outside regularly scheduled class (es), and any activities occurring during the school day.

No student who is involved in extracurricular activities (participation and spectator) shall:

1. Use or possess tobacco; Vapor products as well.
2. Consume or possess alcoholic beverages;
3. Use or possess illegal drugs or illegal drug paraphernalia.

If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming or possessing alcohol, or using or possessing tobacco or using or possessing an illegal drug, the student shall be subject to the following consequences:

Drugs, Alcohol, Tobacco, and Vapor Products Violation. An activity participant who violates the drug, alcohol, tobacco, E-Cigarettes rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 school days.
2. Second or Any Subsequent Offense: Student is ineligible to participate in any extracurricular activities for (1) calendar year from the date of offense. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by qualified professional and in any event for no less than four (4) hours. The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 20 school days. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student enrolls in and completes an approved chemical dependency program as approved by the high school principal and/or other designated administration/activities director, prior to the expiration of the 20 days, the student may commence participation in the activities upon submitting evidence of completion of the program. All costs associated with the program are to be borne by the student/parent or guardian. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration. First Violation: 45 School days.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

First Violation: 20 school days.

Second or Any Subsequent Offense: One calendar year.

1. **Other Stipulations:**

- a. Any student suspended under the Activity Participation Code will forfeit any appointed or elected position for the remainder of the year.
- b. Awards: (1) A student will not receive a letter award if the violation occurs during the actual season. (2) A student will not be nominated or eligible for any awards during the season for which the violation occurs. Awards outside of school control would not be affected.
- c. Any coach or sponsor may require additional standards which are applicable to a certain sport or activity; provided the standards are approved by the administration and are communicated in written form to the student and parents at the beginning of each particular sport/activity season.
- d. Students may be allowed to practice for an activity during a suspension time if it is the first offense, unless unusual, or "activity specific" circumstances exist.
- e. Students deemed ineligible due to infraction in the alcohol/drug/academic eligibility policy will be ineligible for all activities during or after the general school day. Band and vocal music concerts will apply to this rule. Any graded performance missed by a student during a suspension will result in a separate assignment to complete the grade. Failure to do so in the allotted time will lead to loss of all points.
- f. Students will be ineligible to participate or perform in all activities during in-school and out-of-school suspensions as a result of violations of this policy.
- g. This 12 Month (Year Round) Activity Participation Policy will not generally affect a senior student physically participating in Graduation or Commencement Ceremonies, unless illegal drugs, alcohol, or tobacco were involved on that specific date. All other, non-graduating students, grades 7-12, will be subject to the Participation Policy requirements for Graduation or Commencement Ceremonies. Any non-graduating student under suspension for violation of the Participation Policy may attend the Commencement Ceremony but cannot actively participate in the Ceremony (Examples: could not be a marshal, usher, member of the band or choir, etc.)

2. **A Partial (non-comprehensive) listing of examples of activities that may be affected by these rules:**
 - a. All 7-12th grade boys and girls athletic activities
 - b. All non-athletic activities that fall under the jurisdiction of the Nebraska School Activities Association (NSAA) such as Instrumental Music, Vocal Music, One-Act Plays, Speech/Drama/Debate and Cheerleading
 - c. All non-athletic activities/clubs that place students in positions of student/school leadership but do not fall under the jurisdiction of the Nebraska School Activities Association. As representatives of the school district, these positions do require students to exhibit positive character and leadership behaviors. Examples of non-athletic activities/clubs would include, but not be limited to, such organizations/clubs as FFA, FBLA, FCCLA, Skills USA, Mock Trial, National Honor Society, National Art Honor Society, SADD, Quiz Bowl, NFL, Drill Team, Student Council, Destination ImagiNation, Trap, Art Club, Spanish Club, and Close Up.
3. **A participant shall be considered to be in violation of one or more training rules if any of the following apply:**
 - a. the student reports the violation voluntarily to the appropriate school personnel
 - b. a school employee witnesses the violation and reports the violation to the appropriate school personnel
 - c. a parent/guardian of the participant reports the violation to the appropriate school personnel
 - d. law enforcement personnel report a citation or incident constituting a training rules violation.

APPEAL PROCESS PROCEDURES:

1. The school administration must inform all participants in interschool activities of the rules and standards regarding conduct and their eligibility to participate, as well as the penalty if these rules and standards are violated.
2. All rules and regulations should be enforced without exception.
3. In the event of an alleged infraction, an administrator shall investigate the alleged infraction.
4. If the investigation disclosed the probability of an infraction, a hearing should be held by the activities director or principal. Notice of the hearing should be given to the student. The notice should contain an outline of the alleged infraction. Witnesses should testify; the student should be given an opportunity to confront such witnesses. The student may be allowed counsel if he/she desires it, and the student should be given the opportunity to call witnesses.
5. The administrator, and/or hearing officer, and/or legal counsel shall make a decision on the case and prepare a statement of findings of fact from the hearing which shall be compiled and the student and parents provided a copy.
6. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the next highest administrative level of the school system (building principal, superintendent, Board of Education). The school administrator must receive in writing a request for such a second hearing within fourteen days of the notification of the decision of the first hearing.
 - a. The student will be provided with an opportunity to testify, question, and present other evidence on his/her behalf at the hearing. A counsel may be present.
 - b. The decision will be put in writing, and a copy of the decision will be mailed to the student's parent(s) and/or guardian.

Drug and Alcohol Testing

1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and

secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

1812678400. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, FBLA, FFA, and Speech Team.

Any student participating in school sponsored competitive extracurricular activities during the school year must submit a completed Consent to Test Form on or before the first scheduled Fall contest date. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities. If a student submits a form after the deadline, the student will be required to serve the equivalent of a 1st offense of a positive test. This will go into effect during the initial activity(s) that the student participates in and will NOT take the place of a 1st offense.^ If a student transfers into the district, that student will have ten (10) school days from his/her start date to submit the Consent to Test Form to the school.

^If a student who submits his/her form after the deadline has a positive test result later in the year, that student will still serve a 1st offense consequence.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fourteen (14) calendar day grace period for reconsideration of a Drop Form. Students names will remain in the pool for the duration of the fourteen (14) calendar days.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

1812679440. Testing Procedure.

1. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the

testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications.

1812676800. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

1812676880. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student's privilege of participating in extracurricular activities will be restricted as follows:
 - For a first positive test, the student is ineligible to participate in any extracurricular activities for thirty (30) school days pending the submission of a negative drug test.
 - For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

1812679680. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the official results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored competitive extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

EMERGENCY EXCLUSION/EXPULSION FROM CO-CURRICULAR ACTIVITIES: Any student engaging in and convicted by a court of law of prohibited conduct, as listed below, will be ineligible for participation in co-curricular activities including practices for the remainder of the semester during which ineligibility is initially imposed and for the next semester. The disciplinary action prescribed by these rules may be supplemented by disciplinary action permitted by another policy or practice of the Raymond Central Public Schools. The enforcement period for Emergency Exclusion/Expulsion for the co-curricular Activity Policy will relate to the calendar year.

THE FOLLOWING BEHAVIOR WILL CONSTITUTE PROHIBITED CONDUCT:

1. Assault on a staff member.
2. Intentionally or knowingly causing serious bodily injury on any person.
3. Use or the attempted use of a weapon to injure another person.
4. Sexual assault on any person.
5. Felonious conduct deemed serious enough in nature to warrant emergency exclusion.

HEARING PROCEDURE FOR CO-CURRICULAR ACTIVITY POLICY: Any student suspended or expelled from participation in the co-curricular activity program, may appeal the suspension/expulsion through the grievance procedure detailed on page 16. When other concerns arise, the RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM may be used. (See back of Student Parent Handbook.)

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA yearbook, it can be obtained from the Superintendent, Principal or Activities Director of the Raymond Central School.

GENERAL PARTICIPATION AND ATTENDANCE IN ORGANIZATIONS

ATTENDANCE AT AN ACTIVITY (Includes Dances and Social Events): Students attending a school activity may not leave and re-enter the activity. School activity will include but not be limited to, athletic events, dances, concerts, etc. This includes school dances and all athletic events except when the athletic contest is being held in multiple sites on the same date. Length of dances will always be established well in advance. If early departure from a school activity occurs, the student is expected to leave school property immediately.

ACTIVITY CALENDAR: Schedules of co-curricular activities are posted throughout the building, on www.rcentral.org.

ACTIVITIES ON CHURCH NIGHTS AND SUNDAYS: The school wishes to work cooperatively with the churches of the community. In a spirit of tolerance, upon parent request, students shall be excused from participating in an activity when a scheduled practice, rehearsal or activity conflicts with a worship or church

event. The excused student shall not be disciplined or punished for his or her excused absence. The school wishes to work cooperatively with the churches of the community. Therefore the school will attempt to avoid scheduling regular, recurring activities on Sunday. Exception: When a senior high activity of the co-curriculum is required to compete interscholastically, or when in athletics they must compete interscholastically the first part of the week, the Superintendent of Schools might approve a Sunday practice.

ASSEMBLY: An assembly will be scheduled periodically throughout the school year in cooperation with the administration and the student council. One week's notice must be provided to students and teachers before an assembly program will be scheduled by the Principal's office. All students are encouraged to communicate with student council members as to their express desires for types of Assembly programs.

STUDENT COUNCIL/CLASS OFFICERS/CLASS GOVERNMENTS: The general purpose of Student Council is to represent the student body, keep the lines of communication open between the students and the administration, and to plan and organize activities that promote school climate. The Student Council will be comprised of three elected representatives from each class (Freshman, Sophomore, Junior and Senior), the class president of each class, and a student body president. Election of members: The three representatives and the class officers from each class will be elected in May for the upcoming year. The student body president will join the Student Council following their election in September.

CO-CURRICULAR CLUBS AND ACTIVITIES: New organizations may be formed during the school year providing:

1. There is sufficient interest among the students
2. Competent staff is available to sponsor the organization
3. The purpose and objectives of the organization are part of the overall philosophy of the school.

Organizations may also be deleted from the co-curricular based upon the preceding three requirements. The following groups/clubs are available for students at Raymond Central Public Schools.

- | | |
|--------------------------------|---------------------|
| *Baseball-Coop w/Malcolm (SH) | NFL (SH) |
| *Basketball-Girls/Boys (JH/SH) | NSH (SH) |
| *Cheerleading (SH) | Mock Trial (SH) |
| *Cross Country (JH/SH) | SkillsUSA (JH/SH) |
| Dance Team (SH) | *Softball (SH) |
| DI (JH/SH) | *Speech (JH/SH) |
| *Drama/One Act Play (SH) | *Track (JH/SH) |
| FBLA (SH) | Trap Club (JH/SH) |
| FFA (JH/SH) | *Volleyball (JH/SH) |
| *Football (JH/SH) | *Wrestling (JH/SH) |
| Mock Trial (SH) | Yearbook (SH) |
| *Music-Band/Choir (JH/SH) | |
| *NSAA Sanctioned | |

PHYSICAL FORM: Raymond Central students who wish to participate in any athletic activity (dance team and cheerleading are included) are required to obtain a physical before practicing or playing in that activity. Included on the physical form, is a place for a parent(s)/guardian signature granting permission for the student to participate in the activity. The parent signature is required. NOTE: Only one form per year per participant needs to be completed. Physicals must be dated after May 1 in order to be in compliance with state law before a student may participate in a school activity. This requirement also applies to the 7th grade required physicals. A copy of a current health insurance card covering the student must accompany the physical.

CO-CURRICULAR ABSENCES: The sponsor/coach of the activity will notify all teachers of the respective building prior to the absence by putting a list of the students to be absent for the activity in each teacher's mailbox at least five (5) school days prior to the absence. The make-up work will be the responsibility of the student.

ELIGIBILITY (GRADES 9-12): In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of these rules is listed below. If you need an explanation of other requirements, consult the high school Principal or Activities Director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 25 hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11th day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, eligibility will extend through eight semesters of school membership.
6. Student must have been enrolled in school the preceding semester
7. Student must have received twenty semester hours of credit the preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by the school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first practice as permitted by NSAA rules. The fall sports season for Football, Softball, Volleyball and Cross Country begins August 6, 2018, and ends with the state championships in the fall. The winter sports season begins November 12, 2018 and ends with the state meet/championships. The spring sports season begins February 25, 2019, and ends with the state meets in the spring.
9. A student shall be excluded from sports camps or clinics in the sport of involvement during the recognized season, either as an individual or as member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, eligibility is established for high school. If the student elects to attend another high school upon entering ninth or tenth grade, ineligibility will exist for ninety school days.
12. A student is ineligible to participate for 90 school days if parents/guardian change of domicile to another school district and the student has remained in former school that is in a different school district. EXCEPTION: If parents have moved after school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade 12 and has attending the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved).
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is illegible in the school district where the natural parent (s) has their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain amateur status.

Requests for the consideration representatives of the NSAA shall act upon such exceptions of Nebraska School Activities Association requirements.

The Activities Director and the Principal, with the coaching staff, shall reserve the right to withhold any student from participation should the classroom work indicate at any time that they are not working up their ability.

TRAVEL TO AND FROM ACTIVITIES: Raymond Central Jr-Sr High School staff members and activity group's travel to and from all contests/events by school bus or school vehicle. School transportation by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. Students who go to an event/contest as spectators are allowed to participate in the pep band while at the contest/event. All members of an activity group will return from a contest/event by the same transportation provided for taking them to the contest/event.

EXCEPTIONS:

1. A participant may continue on a trip with parents or remain at the site when they remain with their parents.
2. If returning to Raymond Central causes hardship upon the family, such as if the participant lives between the site of the event and Raymond Central.
3. If a participant must return home early because of another obligation or emergency situation then transportation must be with parents.

In any of the exceptions above, the participants may be released from transportation at the site, if a note from parents is provided to the sponsor/coach personally after the contest/event.

Should students be in violation of the above policy on transportation, they will be suspended for a period of one calendar week from all events/contests of the activity.

Should students be in violation of the above policy for the 2nd time during any activity season, they will be suspended from this activity for the duration of the activity season.

When traveling by school bus, students should remember the following:

1. Always be on time for departure.
2. There will be no loud or boisterous talking
3. All riders will always be seated.
4. There will be complete silence when the bus stops for railroad crossings.
5. There will be no yelling out windows or waving of arms out the window.
6. Students will always leave the bus by the front door.
7. There will be no food or drink taken on the bus unless given permission by the sponsor.

K-12TH FIELD TRIP POLICY

1. Educational field trips within and outside of the community may be taken by various classes during the school year. A permission slip signed by the parents or guardian is required before a child may go on an excursion. Parents may be asked to accompany classes on trips. It should be noted that preschool children may not attend class field trips. Parents may be asked to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. Meals on field trips will be at the expense of the student.
2. Whenever possible, classroom teachers and/or sponsors are to seek parent volunteers (of students going on the field trip) that would be willing to drive their personal vehicles and provide rides for those students. Parents of the students on the field trip would be requested to provide a predetermined monetary donation to the field trip to reimburse the cost of gas for the parent volunteer drivers. If this method of conducting field trips is used, arrangements for drivers need to be made approximately 10 working days in advance to allow the school district time to conduct a necessary driving record background check on each driver and to have the volunteer drivers submit a "proof of insurance" card on the vehicle they will be driving. This method will

prevent the cost of bus gasoline and the cost of a bus driver (or drivers) from going through the District's General Fund of expenditures.

- * - If your student(s) is (are) on Free/Reduced lunch status and the above cost causes a hardship, please contact the respective building principal's office and arrangements will be made to allow participation in the field trip(s).
- ** - The past/present participation of parent volunteers, parent donations, and the Parent Teacher Organization donations to make the transportation budget savings and continued field trips possible are greatly appreciated!!

FUNDRAISING ACTIVITIES: All fundraising activity involving more than the sale of tickets is to be approved by the Principal a month before the occurrences of the activity. Staff members may not be solicited during the teaching day. See Board Policy 5303 for more information.

RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM

It will be the standard practice of each and every employee at Raymond Central to refer any and all individuals who have a concern regarding any particular activity to the head coach/sponsor of that activity. If, upon making this statement to that particular individual, the person expresses reservations about going directly to the person in charge of the activity, their option shall be to fill out the following "Concern Form."

Date_____

I, (name)_____, have a concern regarding what has been occurring in (activity)_____.

Has your child discussed the concern with the coach? ____ Yes ____ No

If you need to talk to the coach/sponsor, check one.

_____ Please keep my concern as confidential as possible.

_____ If necessary to help in finding a resolution to my concern, you may use my name.

My concern is as follows: (please type or print)

Recommendation for solution to my concern:

Signed_____

This concern will be discussed with the proper individual(s) to try and determine if a problem does exist and if so, to try to arrive at a solution. The undersigned person, to whom you presented your concern, will respond to you in writing within (7) days of the receipt of the form.

Accepted Signature_____Date_____

RAYMOND CENTRAL PUBLIC SCHOOLS ELECTRONIC NETWORK POLICY

The Raymond Central School District provides electronic access to local, state, national, and international networks. These networks provide students and staff with access to information, collaboration, and activities that support learning and teaching. The Internet is an uncensored, worldwide, communication network. It is possible for any user of the Internet to access information that may not be considered to be of educational value in the context of the school setting and/or appropriate for a minor. Raymond Central Public Schools cannot prevent the availability of or identify all inappropriate materials on the Internet. We do reserve the right to install software to limit the student and staff access to sites which carry inappropriate material.

Every Raymond Central school user has the responsibility to respect and protect the right of every network user. Raymond Central Public Schools account holders are expected to act in a responsible, ethical and legal manner in accordance with the missions, purposes and regulations of Raymond Central Public Schools, ESU #2, local area network regulations, and the laws of the state and the United States.

The use of these networks is a privilege, not a right. Inappropriate use, including any violation of the aforementioned rules, regulations, and laws may result in cancellation of the privilege. The building Principal or his/her designee, is delegated the authority to determine inappropriate use and may deny, revoke, or suspend the user of computers by students who violate this policy. School personnel shall have the authority to impose additional disciplinary action as he/she deems necessary. Inappropriate use which results in an expense incurred by the district to repair or replace computer hardware or network functions will become a financial obligation of the user.

The Raymond Central Public Schools believe that the valuable information and interaction available on the local and worldwide networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Raymond Central Public Schools supports and respects each family's right to decide whether or not to apply for network access.

Consequences for Inappropriate Use of Internet:

First Offense: User will not have access to Internet for one month

Second Offense: User will not have access to Internet for remainder of semester or 90 days.

Third Offense: User will not have access to Internet for remainder of school year. (Any school personnel may make decision as to what is inappropriate use.)

Consequences for Inappropriate Use of Network and Hardware: 1. Any vandalism will result in user paying for repair/ technician time to restore network/equipment to previous condition. 2. User will not have access to computers and/or Internet for same timeline as stated above per each violation. 3. Students may have to complete attentive class assignments if their privilege of using the equipment and Internet are revoked.

RAYMOND CENTRAL COMPUTER NETWORKS PARENTAL PERMISSION FORM

Your child has requested access to the Raymond Central computer network. This access includes connections to computers through the Internet, which would connect your child with educational resources all over the world.

Please read Raymond Central's Electronic Network and Acceptable Use Policy with your child. In accepting an account, your child accepts responsibility of using the network and computer system in an appropriate manner. It is important that you understand their responsibility as well.

The network permission/acknowledgment form that needs to be signed and returned to the office by September 1 is printed on page 56.

**NETWORK USAGE, WEB PAGE PERMISSION
STUDENT PARENT HANDBOOK ACKNOWLEDGMENT**

Student Name _____ Current Grade _____

(Please Print)

In accordance with the Nebraska State Law, Section 79-4, 176 par (3) which states in part: "Rules for standards which form the basis for discipline shall be distributed to each student and their parent or guardian at the beginning of each school year or at the time of enrollment..."

Parent/Guardian: I am aware the handbook is posted on the school website and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student and Parent Handbook.

Student: I have read and understand the Raymond Central Jr-Sr High School Student and Parent Handbook. I agree that I will abide by the rules while in school or when involved in school related activities. I further understand that should there ever be a time whereby I am not in accordance with these guidelines, I may request a conference within three calendar days of such time with school personnel to discuss the matter further.

NETWORK USAGE - I have read the Student Electronic Network and Acceptable Use Policy for Network Access at Raymond Central Public Schools and agree to use the school network and Internet in an appropriate manner. I realize inappropriate use or destruction of the network will result in financial obligation for technician time to repair the network, legal prosecution for violation of any state or national laws, and or loss of suspension privileges.

PARENT/GUARDIAN PLEASE CHECK ONE: _____ **I GIVE** _____ **I DO NOT GIVE**

the school permission to issue a network and Internet account to my child. I realize inappropriate use will result in financial obligation for technician time to repair the network, legal prosecution of my child for violation of any state or national laws or loss of privileges, and/or suspension of privileges.

If you do not fully understand any part of this policy, please contact Jim Marsh, Technology Director AT 785-2685

WEB PAGE PERMISSION - Students at Raymond Central may be videotaped or photographed throughout the year. Your child's image and name may be used in a school publication or on the school website (www.rcentral.org). Your permission is needed if your child's image or work is to be placed on the website or in a school publication.

_____ Yes, you may use my child's picture or work on the school's website or school publication.

_____ No, you may not use my child's picture or work on the school's website or school publication.

The signatures below indicate the student/parent/guardian have received and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student/Parent Handbook, understand the Network Policy, and Web Page Policy.

Student Signature _____

Parent/Guardian Signature _____

RETURN THIS FORM BY SEPTEMBER 4th

To: Mrs. Lynn Johnson and Board of Education
From: Mrs. Shelly Dostal and Mrs. Ann Egr, Elementary Principals

Date: 7-7-21

Re: 2021-2022 Elementary Student and Parent Handbook

1) Attached is the proposed 2021-2022 Student and Parent Handbook for the Elementary Schools.

A) The content of the handbook will remain the same except for the following corrections and additions:

Handbook Changes

1st Page: Raymond Central Elementary

- Revise letter

2nd Page: Staff list

- Update

3rd Page: Calendar

- Insert new calendar

Update Index/Page Numbers

Updated Technology Forms

- Pages 45-51

Deleted COVID Supplement

RAYMOND CENTRAL ELEMENTARY STAFF 2021-2022

Mrs. Lynn Johnson; BS, MA Admin, Specialist in Ed Administration -Superintendent
Mrs. Shelly Dostal; BS*, MA Admin, Principal-Valparaiso, K-5 Curriculum Director
Mrs. Ann Egr; BS SPED, MA Counseling, Admin, Principal-Ceresco,
District Student Services
Mrs. Amanda Coufal; MA SPED-Director of Special Education

<u>VALPARAISO</u>	<u>CERESCO</u>	<u>POSITION/TITLE</u>
Kendra Carlson; BA*, MA, Reading/Early Childhood	Heather Bohac; BA,*Mild/Mod HDCP, MA, Early Childhood	Kindergarten
Cindy Peterson; BA*, Soc. Sc. 7-12	Laci Pebley; BS*, MA	1 st Grade
Jamie Enevoldsen; BS*, MA, Early Childhood	Kim Hudson; BS*, MA*	2 nd Grade
Magdaline Niewohner; BS	Traci Hummel; BA Diane Ahlstrand; (K-8) BA, MA,* (K-12) Mild/Mod HDCP	3 rd Grade
Erin Brewer; BA*; MA	Nikole Farr; BS*; MA	4 th Grade
Kathleen Cooper; BS*	Christine Genrich; BS*	5 th Grade
Janet Dannelly, BA; MA-Library	Janet Dannelly,BA, MA-Library	Library
Shelly Hlavaty; BS, MA*, Reading, ESL	Monica Blank, BA	Reading Spec., Title Reading
Nicole Kliment; BS*, SPED	Paige Mestl; BA ElemEd/SpEd	Resource
Kristine White; BS, MA* Counseling	Kristine White; BS, MA* Counseling	School Counselor
Andrea Rockemann, BA*, MA	Andrea Rockemann, BA*, MA	Art
Steven Rose; BS*, MA	Steven Rose; BS*, MA	Technology
Lori Morgan; BS, MS K-12	Lori Morgan; BS, MS K-12	Computer
Aliya Spale; BM	Aliya Spale; BM	Vocal Music
Jordan Luke; BME	Jordan Luke; BME	Band
Kalyn Brannagan; BS, MA	Kalyn Brannagan; BS, MA	Physical Ed/Health
Caitlin Roussan; MA Educ Spec School Psychology	Caitlin Roussan; MA Educ Spec School Psychology	School Psychologist
Rachel Beck; MS	Rachel Beck; MS	Speech/Language Pathologist
Kindra O'Malley	Jean Danley	Secretary
Sonya Matulka	David Christensen	Custodian
Pam Hinrichs		Asst. Custodian
Lisa Pecka, Debi Shanahan	Kathy Fredrickson, Sophie Custer	Cook
Yvonne Brenner,Melani Nelson	Cindy Kaiser, Carol Wischhof	Paraprofessional
Melissa Kohl, TBD	Matt Smith, Leann Wiese	Paraprofessional
TBD	TBD	Paraprofessional

*Elementary Education Endorsed

RAYMOND CENTRAL STRATEGIC PLAN AND SCHOOL IMPROVEMENT

Raymond Central has developed a strategic plan and continually updates the plan as the district works to meet and exceed the established goals. With the assistance of community, staff, and administration, a school MISSION and accompanying values have been established. These are noted on the top of the principal's letter at the front of this handbook. School Improvement plans are currently in place. The district is accredited by Cognia (AdvancED).

STAFF QUALIFICATIONS

The Every Student Succeeds Act (ESSA) of 2015 continues previous legislation giving parents the right to get information about the professional qualifications of their child's classroom teachers. If you have any questions regarding the qualifications of your child's teacher(s) or paraprofessional(s) working with your child, please contact your building administrator.

THE ORGANIZATION OF INSTRUCTIONAL SERVICES

Raymond Central Public Schools has designated its objectives the following:
Our school shall enable each student to react to his environment as a total being by:

- A. Aiding each student in acquiring fundamental skills and knowledge that will engender in each student a sense of personal worth and direction most beneficial to himself and society. This shall be accomplished through:
 - 1. Selection and using subject matter and facilities appropriate to the development of specific skills and knowledge.
 - 2. Setting standards of achievement so that every student can experience some degree of success.
 - 3. Providing equal opportunities for all students, fully realizing that not all students have the same talents and capacities for learning.
 - 4. Finding relationships which exist among the curricular studies.
 - 5. Finding relationships which exist between the curricular studies and the extra curricular activities.
 - 6. Aiding the student to recognize the value of the past as a developmental influence on aesthetic, humanistic and creative ideals for the future.
 - 7. Recognizing scholastic achievement and marks of improvement.
 - 8. Recognizing social and civic contributions made by students.

- B. Providing an environment in which freedom is regarded as a responsibility for administrators, teachers, and students. This shall be accomplished through:
 - 1. Providing direction and substantial meaning whereby respect for each other shall be paramount and reciprocal.
 - 2. Emphasizing the necessity of respect for public and private property as well as dignity of all work.

- C. Maintaining an environment conducive to good physical and mental health. This shall be accomplished through:
 - 1. Providing activities which have as their goal the development of physical fitness.
 - 2. Providing activities in which all students can experience some measure of

success.

3. Allowing for creative response through music, art, dramatics and physical education.

4. Providing programs of specialization to meet specific needs of the student; such as speech therapy, remedial reading, guidance counseling and student health.

D. Providing a means of public relations. This shall be accomplished through:

1. Keeping the public informed as to current happenings in all phases of the school's activities.

2. Allowing the public to participate in the development of the school policies and programs.

3. Making available to the public opportunities to discuss current educational interest.

4. Attempting to develop good relationships among students, teachers, administrators, parents and the community at large.

E. Selecting for employment, administrators and teachers who have the inspiration, dedication and factual competence to put into effect the philosophy and objectives of Raymond Central Public Schools. This shall be accomplished through the auspices of the administration and the Board of Education as designated by the procedures set forth in the Board Policies of the Raymond Central Public Schools.

F. Establishing a program of continuous evaluation of the entire school system that it might determine the measure of success of the philosophy and the objectives of Raymond Central Public Schools. This will be accomplished through coordinating the evaluative efforts of the students, teachers, administrators, specialists, and the entire community.
(Policy #6200)

NOTICE OF NON-DISCRIMINATION

This institution is an equal opportunity provider. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov

DISCLAIMER

This Handbook does not equate to an irrevocable contractual commitment to the student. It reflects the current statutes of the rules and policies. As district and school policies and procedures change, parents will be kept informed via the Board of Education minutes, The Mustang, and other newsletters or through letters from classroom teachers. BOE policy supersedes Handbook guidelines.

* All references to parents shall mean parent or legal guardian.

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RAYMOND CENTRAL ELEMENTARY SCHOOLS
THE SCHOOL DAY

Ceresco

Kindergarten	8:15 a.m. to 11:15 a.m.	11:50 a.m. to 3:15 p.m.
Grades 1-3	8:15 a.m. to 11:20 a.m.	12:10 p.m. to 3:15 p.m.
Grades 4-5	8:15 a.m. to 11:40 a.m.	12:30 p.m. to 3:15 p.m.

Valparaiso

Kindergarten	8:15 a.m. to 11:15 a.m.	11:50 a.m. to 3:15 p.m.
Grades 1-3	8:15 a.m. to 11:20 a.m.	12:10 p.m. to 3:15 p.m.
Grades 4-5	8:15 a.m. to 11:40 a.m.	12:30 p.m. to 3:15 p.m.

ARRIVAL/DISMISSAL

All students should arrive at school no earlier than 8:00 a.m. each day in Valparaiso; 8:00 a.m. in Ceresco. Supervision will not be provided before that time unless required by the district transportation schedules. Upon arrival children should line-up at designated entrances. Students are not to enter the building before the first morning bell (8:10 a.m. in Valparaiso; 8:10 a.m. in Ceresco) unless teacher permission is granted, or a student is ill or injured. In the case of inclement weather or severe cold, students do line up inside the building. Teachers will escort students to their classrooms. If students participate in the breakfast program, they will enter upon arrival. Please refer to BUS loading zones and going to and from school for additional information. After school, the outside playground is to be vacated after school until 4PM. Only the children riding the late bus are to be on the playground under the supervision of the school staff assigned to after school duty.

BUS LOADING ZONES

Ceresco

The bus-loading zone is located along the entire south side of the building. This street is designated as **ONE WAY** going from East to West then continuing South. Parents bringing students to school or picking them up following dismissal should park along the south and east side next to the curb or use the diagonal parking located on the north side. The faculty parking lot should not be used as a loading or unloading zone by private vehicles.

Valparaiso

The bus-loading zone is located in the loop on the southeast side of the school facility. Third street is designated as **ONE WAY** access going west during bus loading times. Parents are asked to drop off or pickup students along the sidewalk located on the east side of the loop or in the diagonal parking located west of the loop; private vehicles are **NOT** to be in the loop during bus loading and unloading times. If parents need to visit with school staff or escort their students, they should park the vehicle in one of the designated areas. For safety, students should exit vehicles on the passenger side of the vehicle. Buses are **NOT** to be passed when dropping off or loading students. This is against the law and charges may be filed.

ABSENT/TARDY

If a child is going to be absent from school, parents/guardians are expected to call the school between 8 a.m. and 8:45 a.m. explaining the reason the child will be absent. Parents/Guardians must notify the school within 30 minutes of the start of the school day otherwise the student will be considered truant. Students will be counted tardy at 8:15 a.m. in Valparaiso and 8:15 a.m. in Ceresco when the second morning bell rings. Students who arrive late or leave early will be counted as tardy/partial absence. Tardiness and absences are perfectly legitimate and often necessary, but they must be counted.

Nebraska law mandates attendance at school. If absenteeism becomes excessive (5 days or more per quarter), parents/guardians will be notified in writing. Additional procedures may be implemented. Parents are encouraged to support student attendance on a daily basis. Active learning time that is missed because a student is absent is often impossible to make up.

- If a student is absent for five (5) days or more in one quarter, a notification letter is sent to parents/guardians and to the county attorney documenting all dates of concern.
- According to Nebraska Revised Statutes 79-201 through 79-210 attendance laws, non-attendance will be reported.

Two school days will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. (Policy #5008)

HOMEWORK/GRADING POLICY

The nature of assignments given to students may necessitate children spending varying amounts of time in home study to complete them. The amount of homework will depend on such things as absences, time of year, course of study, etc. Normally children would not have an assignment that would entail more than an hour's work for elementary students. If school assignments and/or homework are not completed, teachers will contact parents and develop action plans as necessary.

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms; to provide for individual interests; to promote competency in skills; to use resource materials; to integrate learning and to teach the proper budgeting of time. Homework should be assigned at the discretion of the classroom teacher. Work not completed during the school day is not considered homework, but rather, the completion of assigned school work. (Policy #6240)

TESTING PROCEDURES

Raymond Central Elementary Schools conduct a testing program to assist in the identification of each student's unique abilities and to monitor academic growth. Below is a list of tests given each year:

- a. Individual assessments as required.
- b. Norm Referenced Tests (NWEA MAP) - Grades 3-5
- c. Math Criterion Reference Assessments (CRAs) - Grades K-5
- d. Language Arts-Criteria Reference Assessments(CRAs) - Grades K-5
- e. Science Assessments - Grades K-5
- f. Social Studies assessments – Grades K-5
- g. Universal Screeners and Progress Monitoring - Grades K-5
- h. State English Language Arts Test (NSCAS ELA) – Grades 3-5
- i. State Math Test (NSCAS Math) – Grades 3-5
- j. State Science Test (NSCAS Science) – Grade 5

Contact the principal or counselor for specific details regarding each type of test/assessment. An assessment/testing matrix is available for any parent requesting one. A copy is also available on the school website.

RECORDS AND GRADING

STUDENT ACADEMIC AND DISCIPLINE RECORDS

The Raymond Central Public Schools Board of Education authorizes the school staff to collect, maintain, secure and disseminate information of a personal nature on students and former students in compliance with the provisions of the "Family Educational Rights and Privacy Act of 1974" and Nebraska State Statutes.

No staff member, other than the Superintendent or principal, shall release information from a student's personal file and then only when the provisions of state and federal law have been followed. Release of student records to anyone other than professional staff, other schools, parents or guardians shall require a signed release of information. (Policy #5202)

Student Progress/Grading-Academic

The evaluation of student progress within each subject area shall be primarily the responsibility of the classroom teacher.

Communicating student progress to parents shall be the responsibility of the building administrator and classroom teacher. Written reports of student progress should be sent to parents at the conclusion of each quarter. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Academic integrity offences are a violation of school rules. Sanctions will be imposed against students who engage in such conduct. Sanctions may include a grade of zero, notification to parents/guardians, disciplinary measures up to and/or including expulsion. (Policy #5101) Please see pages 21-31 for more details.

PUPIL PROGRESS

Parent-Teacher Conferences

Conferences for elementary children will be held a minimum of twice yearly. During these conferences, report cards will be distributed and the student's progress will be discussed. We utilize an online system for parents to sign up for conferences. Prior to each conference date, notice will be given to parents to sign up via the system. Parents who do not have online access may request assistance by calling the school office. We feel strongly that parent-teacher conferences are vital to the communication and understanding between home and school. All parents are encouraged to attend school-initiated conferences. If questions and/or concerns arise during the school year, please contact your child's teacher and request a conference.

Student-Led-Teacher Conferences

Some teachers may use this conference format. The strength of this format encourages the student to take more responsibility for his/her achievement. Generally a student portfolio will accompany this conference format where specific samples of student work show growth over time.

Report Cards/Portfolios

The report card is only one means of informing parents about their child's development in school. Grading periods of approximately nine (9) weeks shall be used four (4) times per year. Report

cards are distributed at parent-teacher conferences or are sent home with the student. A portfolio is a collection of your child's work. These collections will be shared with both parents and students. Portfolios and other types of authentic assessments will be used to provide more information about your child's academic progress.

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program. (Policy #5201)

WEBSITE FOR NEWSLETTERS AND BULLETINS

To keep parents informed, newsletters and bulletins will be emailed or sent home with the children upon request. District communication services will be utilized as much as possible to keep parents informed. The FYI is also available on the web. We encourage all parents to read the information sent in order to be informed about school events or important announcements. You can sign up on the school website to receive text messages about important school announcements. The interest parents show in reading the written communications sent from the school will encourage the students to make a special effort to bring them home. Our web address is as follows: www.rcentral.org This communication method will allow you to gain additional information about our K-12 district.

TEXTBOOKS/LIBRARY BOOKS/COMPUTER/SCHOOL PROPERTY

The Raymond Central School District provides textbooks and library books. It is the student's responsibility to properly care for books issued to them. Students will be charged for books lost or damaged. The fine schedule is as follows:

- a. Broken binding -- \$4.00
- b. Broken cover -- \$2.00
- c. Torn, but repaired page -- \$.50
- d. Non-removable ink marks -- \$.10
- e. Lost -- Replacement cost

If damage or loss occurs to computer hardware or software, appropriate fines will be issued.

Vandalism

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. (Policy #5407)

SCHOOL ORGANIZATION

The Raymond Central Elementary Schools provide educational opportunities for children in grades K-5. The classroom teacher is responsible for instruction in all academic areas. Specialized teachers instruct students in the areas of art, vocal music, instrumental music (grade 5), computer and physical education. Additional programs and personnel are provided for students with special needs. These programs include:

Title I Reading

This program is offered to students in grades 1-3 who have specific needs in the area of reading. The program is designed to help each student gain and retain basic skills in reading. The

program targets students in grades 1-3 but also supports students in grades 4-5. Both pullout and inclusion practices are used. The program is federally funded and meets all federal guidelines.

Resource Program

The Resource Program is offered to students in grades K-5 who have an identified disability. The students are instructed in a variety of ways. Individual instruction, small group pullout, and inclusion practices are all used.

Speech Therapy

Speech Therapy is offered to students in grades K-5 who need assistance in the area of articulation or language development.

Psychological Services

The psychologist is available through the area ESU to administer appropriate tests to students who are referred and to provide a resource to teachers and parents.

School Counselor

The school counselor is available to students in grades K-5. The counselor provides individual, group, and classroom services to district students.

Gifted Program

In accordance with Neb. Rev. Stat. §§ 79-1106 to 79-1108.0 NDE Rule 3, each school shall identify learners with high ability. Raymond Central developed an identification process for district students. We are currently in compliance with the law. (Policy #5414)

For more information about any of the supportive programs, parents are encouraged to contact the building administrator.

SCHOOL BREAKFAST

Breakfasts are available to elementary students and patrons visiting the school. Information concerning menus and prices will be disseminated to parents at the beginning of the school year. Breakfast cost will be billed to student accounts. We encourage student participation in this program. On late start days, no breakfast will be served.

SCHOOL LUNCH

Lunches are available to students and patrons visiting the school. Students wishing to leave school grounds for lunch may do so with parent permission. Students eating at school may not leave the school grounds without permission of the administration. School meals are available for those who wish to purchase meals on a weekly or monthly basis. Milk may also be purchased. Information concerning lunch and milk prices will be disseminated to parents at the beginning of the school year. Our computerized accounting system informs parents when accounts are low. If a memo or email notification is received noting a low account balance, please remit additional funds immediately. **If an account is not paid, students may be denied participation in the hot lunch program. Parents should provide a cold lunch for their child/children upon notification of a negative balance.**

A supervised lunch room is maintained for children who eat hot or cold lunch at school. However, those students who are unable to conduct themselves properly during the lunch period may be required to eat lunch elsewhere. Lunchroom rules are reviewed with students. Sharing is not permitted. Parents and/or visitors are welcome to join their children for lunch. However, Raymond Central Elementary requests that the school hot lunch be purchased or a sack lunch be brought in. Lunches from fast food restaurants and soda are not permitted. Soda drinks are not allowed in the lunchroom. The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating in compliance

with the District Wellness Policy (Policy #5417). **If parents/guardians would like to visit school and have lunch with students, please call the school to order lunch on that day.**

USDA Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov

SCHOOL ENTRANCE AND REGISTRATION

Kindergarten

An orientation meeting will be held each spring for parents who wish to enroll their child in kindergarten in the fall. Letters stating the specific day and time will be sent to parents of pre-kindergartners. All registration and immunization materials will be disseminated at this meeting. The kindergarten program will also be outlined for parents. All students entering kindergarten in Nebraska schools must have reached their 5th birthday before or on July 31. If a student wishes to enroll early, the student must be tested and qualify under legislative guidelines.

New Pupils (Other than Kindergarten)

Parents of new pupils must complete the enrollment forms, which are available in the building offices. Parents of incoming pupils will be asked to sign a form to permit the school to obtain records from their previous school. Immunization records must be on file prior to the student attending school. If a student enrolls from another state, a physical is required prior to enrollment.

Change of Address/email/phone

It is the responsibility of parents/guardians to notify the school office of all changes of address, home phone numbers, emergency phone numbers, and email etc. Changes should be reported to the school office by a written note or a telephone call as soon as they occur. Failure to do so jeopardizes the safety of a student should an emergency occur.

Students Moving From the District

If you anticipate moving out of the district, please notify your child's teacher and the office as soon as possible. Early notice of an impending move will enable the classroom teacher to assist in making the change smooth both academically and emotionally. Once the student is enrolled in another school and a release of information sheet is received, student records will be sent to the new enrolled district/school.

VISITORS

Parents

Parents are welcome and encouraged to visit school at any time. In accordance with state law, we ask that you please check in at the principal's office and sign the Visitor's Log before proceeding to your child's classroom. If possible, we ask that you call in advance to notify us about your intended visit. **If parents/guardians would like to visit school and have lunch with students, please call the school to order lunch on that day.** Please see further information about school lunch if visiting during the lunch time frame.

Friends and Relatives

School age friends or relatives from out of town may visit school for one hour if the visitation will positively coincide with learning activities planned for that day. Arrangements must be made well in advance with the classroom teacher and principal.

Pets

Children must ask permission from the teacher who must request permission from the building administration prior to bringing animals to school. The teacher and parent can arrange a time for a short (10-15 minute) visitation. The parent or guardian must accompany pets and remain while the pet is on school grounds. All pets must be current on shots and vaccinations.

DRESS AND PERSONAL APPEARANCE

Proper dress is basically a concern of the student and his/her parents, however, within a school setting certain guidelines must be established to ensure a proper learning environment. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Toward this goal, the following dress guidelines have been established. (Policy #5101)

1. The health and safety of the individual will not be jeopardized in favor of personal preferences as to appearance and attire.
2. Shoes and shirts are essential items of appropriate school dress.
3. Heelys are not permitted at school.
4. Hats are not to be worn in the school.
5. Hair color is restricted to natural colors.
6. Pictures and/or printed words on clothing that in the view of the administration violate Raymond Central's standards of acceptability will not be permitted.
7. School dress should reflect an attitude of respect and courtesy towards others.
8. Clothing that shows an inappropriate amount of bare skin or underwear i.e. halter tops, midriffs, oversize tank tops with large arm holes, tank tops with straps less than 2 inch width, fishnet clothing, sagging pants, cut-off shirts and blouses, jeans with holes and fraying that show too much skin are not acceptable. Shorts/skirts of reasonable length may be worn. Generally shorts/skirts should be as long as the reach of the wearer's fingertips. Biker shorts may be worn if another pair of shorts is worn over them. Chains or gang attire is unacceptable.
9. Personal grooming and appearance that may not be conducive to the educational process of Raymond Central schools will not be allowed. Final decisions on appearance matters will be determined by the building administration.

BODY PIERCING

The Administration and Faculty at Raymond Central have determined that it is inappropriate for students to wear tongue adornment or facial body piercing jewelry (excluding ears) during the school

day or when students are participating in a school sponsored activity. If a student attends school or a school activity with a tongue or facial piercing, the student will be asked to remove this adornment.

ELECTRONIC DEVICES

“Electronic devices” include, but are not limited to, cell phones, iPods, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Such devices are not to be used at school during school hours without permission by school staff. Cell phones and other electronics may be stored in a student’s locker during the school day. They cannot be used or turned-on from the time the student arrives at school until the end of the day. Cell phone use includes voice usage, digital imaging, or text messaging. Social networking is prohibited during the school day unless authorized by the teacher. Violators will be sent to the office and dealt with accordingly. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices. A confiscated electronic device may be susceptible to a search. Electronic device use on the bus will be at the discretion of the bus driver. School policy will continue to be followed for appropriate use on the bus. (Policy #5101)

RECESS

Children will be expected to go outdoors for recess periods. Parents’ cooperation in seeing that children dress according to the weather is requested. In most cases if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to a cold or other illness should bring a note daily to that effect.

During winter months, either temperatures and/or ground conditions will dictate in or out play. Playground supervisors will use their judgment in deciding upon ground cover, wind-chill, and temperature.

COLD WEATHER

All students will be required to button, zip, or snap coats and tie hoods. Wearing hats and gloves are important when cold temperatures are here. The same rules apply for recesses. For playing outdoors in wet and snowy weather, children need to be equipped with boots and snow pants. Be sure both boots are marked as well as gloves, caps, coats, scarves, etc.

CORRELATED SCHOOL ACTIVITIES

Field Trips

Educational field trips within and outside of the community may be taken by various classes during the school year. A permission slip signed by the parents or guardian is required before a child may go on an excursion. Parents are often asked to accompany classes on trips. It should be noted that preschool children may not attend class field trips. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students. *****SEE student fee POLICY ATTACHMENT K-12** (Policy #5416)

Community Resources

If you have a talent in a special area, a collection, films, filmstrips, videos, or slides of visits to foreign countries or historical areas of the world that might be of interest to class study, the school would appreciate hearing from you.

CELEBRATIONS/PARTIES

Celebrations and/or parties may be held during the year. The times and dates will be arranged before each event. Room parents may be asked to assist with these celebrations. Classroom Party Guidelines will be provided to room parents. All foods offered during the school day must be "Smart Snack" compliant in accordance with the District Wellness policy (#5417). Please refer to <https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks> for more information. In addition, some classrooms may have students with food allergies. Please check with your student's teacher and/or the school office prior to bringing any food for classroom celebrations/parties including birthday treats. Small non-food items such as pencils, erasers, and stickers are encouraged.

Out-of-School Parties

Party invitations should not be distributed in the classroom or on school property unless the party includes all children in that room. Gifts should not be sent to school unless the above conditions are met.

PERSONAL PROPERTY

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession. (Policy #5406)

LOST AND FOUND

Each student should check at the office to recover lost articles or to turn in articles that are found. It is stressed:

1. That you encourage your child to be responsible for personal property.
2. That all articles are labeled.
3. That valuables and money are left at home.

The students are encouraged to take home all personal articles each evening. The school will not be responsible for items left in the building overnight.

FUND RAISING

According to Board Policy (5303), solicitation of funds from or by students will be restricted at the Raymond Central Public Schools. **Students should not approach staff members or other students during school regarding the purchase of any items.**

STUDENT FEES

The Board of Education of Raymond Central Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. (Policy #5416)

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the

staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Please see 1 to 1 Chromebook Initiative Policies and Procedures for more information. The Board of Education annually reviews and approves the student fee policy.

(4) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(5) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(6) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(7) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(11) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(13) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the

equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(14) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

HEALTH

Immunizations

In 2011, state officials instituted new immunization requirements for Nebraska schools, this amended past school and immunization requirements. The law now states:

1. All students, kindergarten through grade 12, must now furnish proof of adequate immunization to the school prior to enrollment. This includes transfer students from outside the state, regardless of grade (includes foreign students).
2. Mumps immunization is now required.
3. Other requirements include:
 - A) 3 or more doses of DTap, DTP, DT or Td vaccine, one given on or after the fourth birthday
 - B) 3 or more doses of polio vaccine
 - C) 2 doses of MMR, given on or after 12 months and separated by at least one month
 - D) 3 doses of hepatitis B vaccine
 - E) 2 doses of varicella or written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
4. All records must contain the month and year of immunization. Official immunization cards are available in the office.
5. If for some reason parents are unable to or do not want to supply the immunization information to the school, a waiver must be signed by the parents. Waivers are available in the building office.

In 1994 the legislature passed a new law requiring updated immunization cards to be submitted to the school prior to enrollment. **Any student who does not comply with the law will not be permitted to attend school until he/she complies, or the parent signs the waiver.**

Physical & Vision Examinations

According to Nebraska law prior to the entrance of a child in kindergarten, evidence of a physical and vision examination by a qualified physician must be submitted to the school. This physical and vision exam must have been given within six months prior to the enrollment date.

Students who transfer from out-of-state to any grade in the school district must also comply with the physical and vision examination requirements.

A physical and vision examination will not be required of any child whose parent or guardian objects in writing on the grounds that such immunization is contrary to religious tenets of an established church of which he is a member or adherent.

The cost of the physical and vision examination is the responsibility of the parent or guardian of each child who is examined.

Both waiver and physical and vision examination forms are available in the office.

Medical and Dental Screenings

The Nebraska legislature has enacted laws requiring screenings to be provided to K-4 students. Height, weight, vision, and hearing screening are done at our school in the fall. Dental screenings are also required for K-4 students, we ask that you use the summer months to schedule a dental exam. Following the exam, the dentist is to complete a dental form, and parents are to return the form to the school. Vision screenings must be completed by K-4 students. After the vision exam, the optometrist will complete a vision form. Forms for dental and vision screenings are available in the office.

Asthma, Diabetes or Systemic Allergic Reaction Plan including Food Allergies

An Emergency Care Plan, Asthma Action Plan, Allergy Action Plan or Diabetes Medical Management Plan must be completed and on file for students known to have one of the previously stated conditions. It is required that parents submit a medical statement each year. Parent's notes or telephone calls are not adequate documentation. Only licensed health care providers may sign the medical statement forms (in most cases, a short note from a physician on a prescription pad does not contain the required information), and these must be kept on file for all students who require individualized medical treatment(s) or diet modifications. Please see your medical provider for the forms or have him/her complete the form provided by the school.

Communicable Diseases (Policy #5409)

Raymond Central Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will only be allowed to attend school in the student's usual class setting **after** written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

Fevers, sore throats, coughs, vomiting, diarrhea, and skin rashes are signals for parents to consider keeping their children home.

After a fever and/or vomiting, we encourage parents to keep children home for 24 hours with the absence of a fever and/or vomiting or without treatment of fever-reducing medication.

Lice

Students will be screened for lice as needed. A no live lice policy has been adopted. If lice are found the parents will be notified to pick students up from school. Students may reenter school after treatment. A child who is sent home from school for head lice must come to the office for inspection before returning to class. All students who have been sent home with head lice and have returned to school will have follow-up checks as needed by designated staff 7-10 days after they return. Recurring cases of live lice will be required to provide evidence of treatment (empty container, box, etc.).

Illness at School

Should your child become ill or injured at school, the school will contact the parents. If the parents cannot be reached, the adult listed on the enrollment card will be contacted. Please let your child know where you can be reached if you will not be at home during the day. In the event that arrangements cannot be made for your child to go home, the child will be isolated from the other students. The school will not send a student home unaccompanied unless specific instructions are given to the principal by the parent at the time the illness is reported.

Emergency Numbers

Parents are required to provide the school with the name and telephone number of a responsible adult who can be contacted in the event that the parents cannot be reached should their child become ill or injured at school. This individual must reside in the community or be able to reach the school within a reasonable amount of time. It is the responsibility of the parent/guardian to keep notification information up to date.

Medicines

Medicines, including aspirin, will not be provided by school staff. Prescription or over-the-counter drugs are not permitted in school unless parents contact the principal's office. If medication is required to be dispensed during the school day, a signed permission form must be on file with the district. Prescription medication should be kept in original containers.

SAFETY

Transportation

All students are subject to the following rules when riding on a Raymond Central School's bus:

1. When leaving the bus, students should cross the street from in front of the bus after carefully checking traffic.
2. The bus driver is responsible for controlling the behavior on the bus; students must obey the drivers as they would a teacher or administrator.
3. Students must always be seated and facing forward when the bus is moving. The driver is authorized to assign seats.
4. Students should not put arms, hands, etc. outside of windows. The aisle must be kept clear at all times.
5. Students should assist in keeping the bus clean by using the trash cans available in each of the buses.
6. Students should be courteous and use no profane language.
7. Electronic device use on the bus will be at the discretion of the bus driver. School policy will continue to be followed for appropriate use on the bus.
8. While waiting for the bus at a designated bus stop, all school rules and regulations will apply and appropriate behavior is expected.
9. If your child is not riding the bus home as usual, written notes **MUST** be sent to the school regarding the change. Parents/guardians are asked to inform your bus driver(s) also. Riding a different bus is **NOT** an option. Also, students who are having one guest coming to their house or going to another student's house, must have two (2) notes, one from their parents and one from their guest's parents. If more than one guest is coming to their house, parents need to provide transportation. They will not be allowed to ride without the notes. Last minute phone calls are also discouraged.

10. Riding the bus is a **privilege**. The bus is an extension of the school day. All rules and regulations will apply. If students choose not to follow the rules, appropriate discipline will be administered. If a student violates a rule, the bus driver will file a Discipline Report. The first offense will be a warning. The second offense will be a 2-day bus suspension. The third offense will be a 5-day bus suspension. The fourth offense will be a 20-day bus suspension. The fifth offense will result in bus suspension for the remainder of the school year. If the offense is of a severe nature, bus privileges may be suspended immediately. If this occurs, parents will be contacted to arrange alternate transportation prior to the initiation of the suspension.

Going To and From School

Pupil conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school emphasizing the use of sidewalks, crossing at corners, and not trespassing on private property. Bike Safety: Students should walk bikes on school grounds at all times and park bikes in appropriate places. As a safety precaution, bike riders are encouraged to wait to depart until busses and congestion around the school diminishes.

Fire, Tornado and Safety Drills

Students are trained in proper evacuation procedures through monthly fire drills as required by State Law. Tornado drills are also conducted during the year. All students must closely follow all directions given by the school staff to assure safe and orderly evacuation procedures. Raymond Central Elementary also practices school safety drills for a variety of safety issues-intruder, bomb threat, violence, etc.

Inclement Weather

During the winter, weather conditions may necessitate a change in normal hours that school is in session. The decision to close schools, delay starting times, or dismiss early is made by the Superintendent. The final decision on whether or not a child should attend or stay at home is the responsibility of the parent.

1. School Closing and Delayed Starting Time -- If a decision is made to close school or delay the starting time, the decision will be broadcast on local radio and television stations as soon as reasonably possible. The school website (www.rcentral.org) will be updated. Text messaging service is available for those who choose to register.
2. Early Dismissal -- Weather conditions may force the closing of school before regular dismissal time. In the event of an early dismissal, the information will be announced on the school website (www.rcentral.org) and through text messaging service for those who choose to register, local radio and television stations. Buses will run accordingly. At the beginning of each school year or upon enrollment of new students, parents/guardians are requested to outline instructions for their children to follow in the event of an emergency school closing. The school will instruct the students to follow the directions outlined by parents/guardians unless the school is contacted with revisions or changes.

STUDENT RESPONSIBILITIES AND RIGHTS

Each student as a citizen of the United States has those rights guaranteed to all citizens by the Constitution and the Bill of Rights. With those rights, however, each student also has certain responsibilities not to interfere with other students' constitutional rights. A student's basic responsibility in school is to act in a manner that enhances rather than hinders the total learning environment. (Policy #5415 Anti-Bullying Policy)

Affirmative Action

A. Elimination of Discrimination.

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and/or Students.

1. **Purpose:** Raymond Central Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Raymond Central Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

(i) Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational

performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

(ii) Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

b. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Raymond Central Public Schools, the complaint may be processed to the Board of Education.

c. The supervisor, teacher or the Superintendent of Raymond Central Public Schools for complaints which are brought to and reach the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

Discipline

It is the mission of Raymond Central Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. The essence of "good discipline" in a school or classroom is the establishment of an appropriate atmosphere, which is interesting, yet controlled. The two main components of the development of a good working atmosphere are the teacher and the students. While the teacher has an obligation of promoting, establishing, and directing learning through a well-managed environment, each student also has responsibilities to others and themselves. Students must follow established guidelines of classroom and school behavioral standards as well as outlined procedures. Any student not doing so is infringing on the rights of fellow classmates.

If consequences are necessary, they will be related, respectful, and reasonable. Consequences will be used as a corrective measure to modify or change an inappropriate behavior, impressing upon the student the necessity of working within the framework of the school.

Communication between the home and school becomes vital when attempting to correct a discipline problem. The teaching staff will keep parents informed if problems do occur and will work with them in order to solve any problem as quickly and effectively as possible.

Discipline Philosophy

Safe Schools Policy (Policy #6120)

It is the mission of Raymond Central Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not be limited to, school security measures, such as the use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs. Raymond Central Elementary follows the "Respect Shines Through!" lifelong guidelines:

1. Be Trustworthy
2. Be an Active Listener
3. Do Your Personal Best
4. Be Truthful
5. Be Encouraging (no put downs)

Raymond Central Schools believe that all people make choices in regard to their behavior and are responsible for those choices. Students are expected to use appropriate behaviors at all times. When a student chooses to use an inappropriate behavior, he/she is encouraged to identify the reason for his/her actions and begin to focus on alternative, appropriate behaviors.

Teachers may assist by helping a student construct a plan to modify his/her behavior. Contingency plans must be constructive and positive. Logical consequences should be related to the behavior, respectful, and reasonable to both the child and adult. A child's self worth must remain intact throughout the process. Our overall goal is to develop age appropriate self-discipline in all our students and work together to provide a safe and positive learning environment.

Discipline Plans

At the beginning of each school year, teachers and students will develop classroom discipline plans or codes. All students will understand these plans/codes and a copy will be sent home to parents. If plans or codes are broken, teachers and students will dialogue about the problem and determine appropriate consequences that are related, respectful, and reasonable. Parents will be informed as needed. Alterations to classroom plans/codes may occur on an individual basis. If a modified plan is developed, teachers and/or the principal will inform parents. If a modified plan is developed, privileges may be taken away (field trips/parties). If a student is sent to the office for disciplinary reasons, school personnel document behavior on an office discipline referral form (green sheet).

If a student is sent to the office for aggressive or non-compliant behavior, the following procedures will most likely be put into place:

First Offense: Verbal warning, recorded in discipline log, future consequences explained, loss of one/two recesses (spend in time out room), other consequences as deemed necessary. Parent contact possible.

Second Offense: Parents notified, counseling to determine the cause of the problem, up to one week suspension from recess (spend in time out room), other consequences as deemed necessary. Detention possible.

Third Offense: Parents notified and brought in for a conference, counseling as necessary, up to a 2 week suspension from recess (spend in time out room), and other consequences as deemed necessary.

Severe Offense: Immediate parent/guardian phone call and appropriate consequences.

These procedures will be followed and additional student discipline policies will be implemented as required by Raymond Central Public Schools policy and the Nebraska State Law. Administrative and teaching personnel may take actions regarding student behavior short of suspension which are reasonably necessary to aid the student, further school purposes, or prevent interference with educational processes. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student receive counseling or restricting participation in other activities.

Student Discipline: Suspension and Expulsion

Student Discipline

- A. Discipline System. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Suspension

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term

suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a

conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have

the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant. E-cigarettes will apply to this rule.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a

- substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such a one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Use of Restraint and Seclusion. This policy sets forth the requirements, restrictions, and procedures related to the use of physical restraints and seclusions at Raymond Central Public Schools. Article 5, Policy No. 5419 may be found at: <http://www.rcentral.org/schoolboard/other-policies/>

E. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.
 - h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for

approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the

student looks at personal notes or the textbook during the test.

- (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student

misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

- (c) Alteration of Assigned Grades Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for

offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions. “Electronic devices,” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
 - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
 - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).
- d. Violations
- (1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and

procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of

students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

F. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

G. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

H. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when

a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law. When appropriate it shall be the responsibility of the referring administrator to contact the student's parent of the fact that authority have been or will be made.

Child Abuse/Neglect

Nebraska State Law (Neb. Rev. Stat. 28-711) mandates school personnel to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. Our first obligation is to the safety and well being of our students.

Police Interview

Students may be subject to an interview and/or arrest at school by a police officer. Parent(s) will be notified by the principal or the designee of an interview and/or arrest as soon as reasonably possible, excluding child neglect/ abuse cases. School officials do not have the authority to refuse police officers access to students. School personnel will be present during interviews.

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually. (Policy #5415)

DRUG-FREE SCHOOLS (Policy #5104)

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING RAYMOND CENTRAL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school

personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

SCIP

SCIP stands for **S**chool **C**ommunity **I**ntervention **P**rogram. A SCIP team has been trained. The purpose of SCIP is threefold:

1. To identify students exhibiting high-risk behaviors which interfere with their ability to learn.
2. To provide alternative approaches to helping students deal with these problems.
3. To provide a support system for students and parents to address problem areas both within and outside the school setting. A referral process is in place for students in need.

Raymond Central Schools also believe that a successful preventive alcohol and drug program must involve a partnership with the community and parents. To support this concept, a Toward A Drug-Free Nebraska Team and a School/Community Drug Advisory Committee have been established for several years. These teams are comprised of parents, community members, school staff and administrators. The goal of these committees is to provide input and set goals for the establishment of successful alcohol and drug programs in the schools.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Pursuant to the provisions of the No Child Left Behind Act, parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion,

and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The Raymond Central School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action. (Policy #5406)

Locker, Property, and Desk Searches

School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration. (Policy #5406)

Parental/Community Involvement in Schools (Policy #6400)

Lancaster County School District No. 55-0161 a/k/a Raymond Central Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines

that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.
6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

PARENT TEACHER ORGANIZATION (PTO)

Raymond Central Elementary has established a Parent Teacher Organization (PTO). The purpose of this organization is to provide support for the elementary schools. ALL parents are members in the organization. All parents are welcome to participate in the PTO. The leadership team

plans yearly activities for the PTO. PTO Meetings are held at 7 PM on the first Tuesday of each month. Please watch the FYI for details.

COMPUTER/TECHNOLOGY/MEDIA RELEASE FORMS

Parents will be given an opportunity to sign a release regarding student technology use and media communications.

1 to 1 Chromebook Initiative Policies and Procedures

Raymond Central Public Schools is proud to offer our students Chromebook devices for use at school. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grades 1-12 students, has been designed to enhance delivery and assist with individualized

instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to access the Chromebook during the school year once the student and parent have signed the Chromebook Loan Agreement Form, The Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in an unsafe place.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only educationally and socially appropriate materials and websites.
- Students are to use the Chromebook in accordance with all Raymond Central Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebooks are property of Raymond Central Public Schools and must be returned at the end of the school year, upon withdrawal from Raymond Central Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

Receiving Your Chromebook

Chromebooks will be assigned during our "Chromebook Orientation." At least one parent and student must attend an annual session for Chromebook orientation and information. Before being assigned a Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Chromebook Take Home Form
3. Signed receipt of the Student/Parent Handbook
4. Pay technology fee

This equipment is, and at all times, remains the property of Raymond Central Public Schools of Raymond, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Raymond Central Public Schools, or sooner, if the Student/Borrower withdraws from Raymond Central Public Schools prior to the end of the school year.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Raymond Central Public Schools. The Chromebook must be returned in good working order with all original parts.

*Any student and parent who may need assistance in paying the Chromebook technology fee should contact your building principal.

Chromebook Repairs

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day until their issued Chromebook returns from repair. The student is financially responsible for all damages and repairs to the Chromebook.

Lost/Stolen/Destroyed	225
Screen Repair	100
AC Adapter (Port)	25
Cosmetic Damage	30
Upper Case	40
Lower Case	40
Keyboard	100
Bezel	20
Battery	40

Motherboard	200
LCD Cable	25
Hinge Set	40
Power Cord	35
Wifi Card	25
Speaker	25
USB Board	25
Camera	50
Trackpad	40

Screensavers and Background

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Raymond Central Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet. Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Email and Shared Documents

Student/Borrower are assigned a school email account to use for appropriate academic communication with other students and staff members. Users should use appropriate language and should only communicate with other people as allowed by Raymond Central Public Schools policy or the teacher or administrator. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email and shared document usage may be monitored and archived. Outside email accounts should not be used on this school device at any time.

Managing Your Files and Saving Your Work

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

Security

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds. The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

Inspection

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

Chromebook Identification and Protection

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

Acceptable Use Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Raymond Central Public Schools.
- Access to Raymond Central Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology,

including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.

- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

Technology Left in Unlocked Areas

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are always to be locked. Do not share your locker combination with anyone, including "best friends."
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

Using Your Chromebook At School

Devices Left at Home

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes each day, unless specifically told not to do so by a teacher or administrator. Repeat violations will result in disciplinary action.

Charging Your Devices Battery

Chromebooks must be brought to class each day fully charged. Chromebooks have battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in a central location in the mornings and during lunch for those who need to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger.

Devices Undergoing Repair

Damage to devices MUST be reported to appropriate staff as soon as possible. Loaner

devices may be issued (subject to the same lost/stolen/damaged responsibilities) when their device is being repaired. A loaner device can only be checked out through the designated device person at each school. The use of a loaner device may be denied based upon the circumstances of the need.

Chromebooks in the Classroom

All students will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in the Raymond Central High School Student/Parent Handbook related to the use of school technology, internet or general behavior.

- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.

Please see the Chromebook Parent/Student Agreement in the Appendix. A signed copy must be on file in the School Office to check out and use a school issued Chromebook.

Chromebook Parent/Student Loan Agreement/Acceptable Use Form

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education while at school this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my student's use of the Chromebook in the event there is a need to use it at home.
- I will discuss our family values and expectations regarding use of the internet and email at home and will supervise my student's use of the internet and email.
- I will not attempt to repair or alter the Chromebook.
- I will report to the school any problems with the Chromebook.
- I understand if my student comes to school without his/her Chromebook, they will be held accountable according to the student handbook.
- I agree to make sure the Chromebook is kept at school and returned upon my student's withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to access your Chromebook each day, you must be willing to accept the following responsibilities:

- When using the Chromebook, I will follow the policies and student handbook of the Raymond Central Public Schools and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to class every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will clean my Chromebook using only the appropriate cleaning solution suggested by the school tech department.
- I will return the Chromebook when requested and upon my withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Raymond Central Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Raymond Central Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Date: _____

Parent Signature _____

Print Name _____

Student Signature _____

Print Name _____

MISSION . . . The Raymond Central Community is committed to providing a positive, challenging learning environment which prepares each individual to be a responsible citizen in an ever changing society.

Raymond Central Values...

We will promote a quality education as the cooperative responsibility of its students, staff, parents, and community.
We will provide a safe learning environment where all individuals are treated with dignity and respect.
We will encourage parents to reinforce skill building at home.
We will promote life-long learning and responsible citizenship.
We will empower students to be problem solvers and independent learners.
We will provide each student with the opportunity to learn and achieve success.
We will meet the needs of individual students through a variety of approaches to learning.
We will use available time and resources to stay on top of current educational practices.
We will continuously evaluate, update and assess our district's goals.

Fall 2021

Dear Parents and Guardians:

Welcome to Raymond Central Public Schools! We are proud to be a nationally accredited AdvancED district. We strive to meet each student's learning potential. The learning climate established in our classrooms provides your children with the opportunities to be challenged academically while preparing them to be responsible citizens. We are very proud of our accomplishments and look to the future with anticipation.

This handbook provides you with a guide for the procedures and programs for the Raymond Central Elementary Schools located in Ceresco and Valparaiso. In order to facilitate excellent educational opportunities for students within our district, it is important that open lines of communication exist between the home and school. It is our hope that this handbook will assist you in understanding our expectations, rules, and procedures. If revisions occur in current policy or procedures, parents will be notified through school communications. We encourage your attention to the FYI, which is emailed usually on Friday, and to The MUSTANG, the district's monthly newsletter also sent electronically. In addition, check the Raymond Central website for information. Go to: www.rcentral.org. On the elementary web pages, you will find important information relevant to our schools. The weekly FYI may also be accessed on the website.

Please take the time to carefully review this handbook. It is your guide to information and procedures about Raymond Central Elementary School. If you have any questions about the information contained on the following pages, please feel free to contact us.

It is our goal to provide a quality education for each child. Multiple types of assessments are used to assist in the evaluation of educational goals. All students in grades 3-8 will be assessed using the Nebraska Statewide Assessment for English Language Arts (NSCAS - ELA) and the Nebraska Statewide Assessment for Math (NSCAS - Math). Students in grade 5 will be assessed with the Nebraska Statewide Assessment for Science (NSCAS - Science). Students complete a district writing assessment in multiple grades. Other universal screeners for reading, math, and social emotional learning for grades K-5 are given to monitor student progress. By using multiple assessments, teachers understand student strengths and areas needing improvement. In addition, the district will continue using NWEA MAP (Northwest Evaluation Association Measures of Academic Progress) as a norm referenced assessment for grades 3-5. Raymond Central uses *Wonders* for our district wide reading program. The math program is called *EnVision*. Science is taught with hands-on experiments developed for the Nebraska Standards and Raymond Central learning objectives. Curriculum objectives for Social Studies are also aligned with Nebraska Standards.

Raymond Central's Mission and Values support our educational philosophy. We believe that all students can learn and achieve success. Parents and community are integral members of this team. We invite you to join us in providing the BEST opportunities for your child/children. Together we can make a difference.

Sincerely,

***Mrs. Shelly Dostal and Mrs. Ann Egr
Elementary Principals***

FREE AND REDUCED LUNCH APPLICATION LETTER
FROM
MRS. LYNN JOHNSON, SUPERINTENDENT

This letter is being sent to inform you of 1997 legislative developments regarding **FREE LUNCH APPLICATIONS** that apply through the 2021-22 school year. We continue to urge those families who qualify for this program to complete the necessary forms. All information received concerning household income is confidential and will only be used to qualify families for free or reduced lunches. The school district receives federal reimbursement at a slightly greater rate than the actual costs for meals. Also, school districts receive additional state aid revenue based on the number of qualified students receiving free or reduced meals.

The state aid distribution formula, LB 806, was passed by the Nebraska Unicameral, and went into effect September 1, 1998. Several factors in the formula determine distribution of state aid, one of those factors being a "poverty factor". The measure used to determine poverty is based on the number of students approved for free or reduced lunch. Therefore, under the state aid formula, it would be financially advantageous to school districts to have all eligible families apply for free lunch status during any given school year. The Federal Hot Lunch Program also reimburses school districts above the actual cost of a meal for those students who qualify.

*Example: Elementary Lunch Price = \$2.65, the Federal reimbursement will be \$3.07 for that meal for a student who qualifies for a free lunch.

Again, if you qualify for this program, please strongly consider taking the time to complete the application. Contact the school building your child attends to receive the necessary forms. I understand this is a personal decision, but thought you should be informed of the benefits that affect each and every school district in our state. If parents apply for and receive free lunch status at the start of the school year or at any time during the year, this greatly helps our school district receive additional state aid and will increase our chances of qualifying for other Federal and State grants.

Sincerely,

Superintendent

Raymond Central Public Schools Teacher Performance and Evaluation Framework

Approved by the Board of Education, July 14, 2021

Committee Members 2019-2021

Mrs. Cathy Burklund, Board of Education Member
Mrs. Kendra Carlson, Elementary Teacher
Mrs. Amanda Coufal, Special Education Director (2021)
Mrs. Shelly Dostal, Elementary Principal
Dr. Albert DuPont, Consultant (2021)
Mrs. Ann Egr, Elementary Principal
Mrs. Carolyn Enevoldsen, Secondary ELA Teacher
Dr. Harriet Gould, Board of Education President
Mr. Brian Gralheer, Secondary Assistant Principal / Activities Director
Dr. Derrick Joel, Superintendent
Mrs. Lynn Johnson, Interim Superintendent (2021)
Mr. John Kliment, Secondary Special Education Teacher
Mr. Jordan Luke, Band Teacher/Instructor
Dr. Gary Nunnally, ESU2
Mrs. Allison Stansberry, Secondary Principal

Raymond Central Public Schools

Teacher Performance and Evaluation Framework

Belief Statements

Raymond Central Public Schools is committed to providing an evaluation system and professional growth plan that is positive in nature and intent. This document acknowledges the strengths of the individual and provides a means for support and improvement. To this end, the Raymond Central Public Schools framework is based on cooperative effort, open communication, and joint responsibility.

Raymond Central Public Schools believes that:

- Mutual trust and respect are the cornerstones of a professional learning community.
- Evaluation is designed to promote excellence in teaching and learning.
- Evaluation is a dynamic ongoing process founded upon research-based best practices and contributes to the professional growth of the participants.
- Teachers share a collective belief in their ability to positively affect students.

Collective efficacy refers to a shared belief that the school's staff can have a positive impact on student achievement despite the other influences in the student's lives that challenge their success. Collective efficacy is evident when teachers see themselves as part of a team working together for their students. In order to demonstrate a high degree of collective efficacy, Raymond Central Public Schools believes professionals grow and learn in a variety of ways and develop their professional skills over time. Different stages of development and learning styles necessitate a differentiated system of evaluation.

Statement of Purpose

The success or failure of an educational system is directly related to the teaching staff of the school and the quality of instruction. Although the performance evaluation of teachers can be complex and time consuming, it is the position of the Raymond Central Public Schools that effective evaluation of the teaching staff is essential to provide a quality education for each of our students.

The teacher evaluation process is designed to serve the following purposes:

1. Improve the quality of instruction through effective supervision of curriculum and delivery of instruction.
2. Serve as an aide to the professional growth and development of each teacher as a means of improving individual job performance.
3. Identify the strengths of each teacher and provide recognition for outstanding performance that contributes to improved student performance.
4. Identify areas of performance that need improvement and provide guidance and remediation where needed to ensure the best possible instruction for each student.
5. To assist in the dismissal of teachers who, after efforts of remediation, are either unable or unwilling to meet acceptable standards of performance.

Teacher Evaluation Criteria

Teachers shall be evaluated upon specific criteria that are tied to the instructional goals of the district. The District's instructional model (GANAG) is reflected in these criteria. Evaluation instruments (e.g. formal observations, informal observations, collected artifacts, walkthroughs, etc.) shall be designed primarily for the improvement of instruction and

shall include district defined standards for the measurement of the following performance expectations. See Appendix A for detailed descriptors.

Domains include:

- **Domain I: Teacher Planning and Preparation** - The teacher plans using district and state content standards, district supported curriculum, instructional materials, and strategies, evidence-based resources, data, and community context to address the needs of each student in achieving rigorous learning goals.
- **Domain II: The Learning Environment** - The teacher creates and maintains a learning environment that promotes student engagement and fosters positive relationships, inclusivity, equity, social-emotional development, and academic growth and achievement.
- **Domain III: Instructional Strategies** - The teacher implements evidence-based, district-supported instructional strategies to ensure student growth and achievement.
- **Domain IV: Assessment** - The teacher systematically uses a balanced assessment system that includes formative, interim, and summative assessments to measure student progress and to inform ongoing planning, instruction, and reporting.
- **Domain V: Professionalism** - The teacher exhibits a commitment to professional ethics and the school's vision, mission and goals, participates in professional growth opportunities to support student and self learning, and contributes to the profession.

The performance of teachers/educational specialists shall be rated at four levels of performance on the evaluative criteria listed above. The ratings terms and general criteria for their application are:

- **Innovating** - In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for all evaluative criteria and exceeds expected performance in many respects.
- **Proficient** - In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for the evaluative criteria on an overall basis.
- **Progressing** - In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for most evaluative criteria and is satisfactorily participating in processes to continue to meet evaluative criteria.
- **Needs Improvement** - In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist does not meet district performance standards for a significant segment of the evaluative criteria and improvement efforts have been inadequate.

Definitions and Guidance of Key Components

- A. **Evaluation Cycle.** The evaluation cycle is the period of time during which a full summative evaluation of an employee's performance takes place. The evaluation cycle of probationary teachers/educational specialists shall

be one school year. The evaluation cycle for permanent (tenured) teachers/educational specialists will be three school years.

Frequency Schedule for Evaluations Based on Tenure Eligibility

Probationary			Tenured														
3-Year Cycle			3-Year Cycle		3-Year Cycle		3-Year Cycle		3-Year Cycle			3-Year Cycle					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
E	E	E	P	P	E	P	P	E	P	P	E	P	P	E	P	P	E

Tenured											
3-Year Cycle			3-Year Cycle			3-Year Cycle			3-Year Cycle		
19	20	21	22	23	24	25	26	27	28	29	30
P	P	E	P	P	E	P	P	E	P	P	E

E = Evaluation Year
P = Professional Growth Year

- B. **Probationary teachers** are those teachers who are in year one through three of employment with Raymond Central Public Schools and are classified as probationary teachers according to Nebraska Revised Statute 79-828.
- C. **Tenured/Permanent teachers** are those teachers who have successfully completed 3 full years of teaching in Raymond Central Public Schools and have been recommended to the superintendent for continuing employment.
- D. **Teacher Progressing Towards Proficiency.** The goal for all teachers is to achieve the level of proficiency in all domains and indicators. We recognize that this is a process and individual teachers/educational specialists are at different stages in their development. Towards that end, a teacher/educational specialist who has demonstrated a rating of “Progressing” may qualify for additional support. Domains and indicators that are in progressing status will be identified in the data sources used in the evaluation system. The evaluator will provide recommendations for improvement, and a timeline for implementing such recommendations. Each teacher/educational specialist shall address these areas for growth in his/her Professional Development Plan based on the results of his/her most current evaluation.
- E. **Teachers Needing Improvement.** A rating of “Needs Improvement” and/or lack of progress towards proficiency in any indicator as identified by data sources used in the evaluation system will result in the development of a Plan of Assistance. The Plan of Assistance will include a description of the deficiencies, specific means for the correction of the deficiencies, appropriate resources, and an adequate timeline for implementing the required improvements. The Plan of Assistance shall be reviewed at least quarterly by the teacher and the evaluator. At this time, the teacher will be placed in the evaluation year cycle to include all required formal observations and summative evaluation. If a teacher makes adequate progress on the plan of assistance, the teacher reverts back to their regular cycle the following year. If a teacher does not make adequate progress on the plan of assistance, the evaluator may recommend that the contract for that teacher not be renewed.

- F. **Direct Observation of Work Performance.** The evaluation of all teachers and educational specialists should be based in part on the direct observation of the educator performing his/her duties. Multiple observations of teacher/educational specialist performance throughout the year, including formal, informal, and walk-through observations are encouraged. Recent research indicates that multiple, short observations or observations by multiple observers are more effective than single, long observations in determining teacher effectiveness.
- a. **Formal Observations** of a teacher or educational specialist's performance differs based on tenure status.
 - i. For a probationary teacher/educational specialist the formal observation process shall include (1) advance notice to the educator of the time and date of the observation; (2) teacher completion of the pre-observation form submitted to observer; (3) a pre-observation conference with the observer; (4) observation for a full instructional period in the case of probationary employees; (5) a post-observation conference with the observer, and (6) a written report summarizing strengths and suggestions for improvement. A full instructional period is defined as the full duration of the class or subject period in which the observation takes place. Additional formal observations beyond the minimum may occur in any year of the evaluation cycle and may be included in the summative evaluation.
 - ii. For a tenured/permanent teacher or educational specialist the formal observation process may include (1) advance notice to the educator of the time and date of the observation; (2) teacher completion of the pre-observation form submitted and/or discussed to observer; (3) a pre-observation conference with the observer; (3) observation for a duration for a minimum of 45 minutes by the observer; and (4) a post-observation conference with the observer. All formal observations (whether announced or unannounced) will include a written report summarizing strengths and suggestions for improvement. Additional formal observations beyond the minimum may occur in any year of the evaluation cycle and may be included in the summative evaluation.
 - b. **Informal Observations** are less than a full instructional period in duration, but somewhat longer than a walk-through observation. A duration of 15-20 minutes may be appropriate. Informal observations may be pre-announced or unannounced. They must include some oral or written feedback to the teacher/educational specialist, but a formal post-conference and written observation report are not required unless specific deficiencies are noted. For example, a brief, informal conversation or e-mail exchange would suffice to meet this requirement. Additional informal observations beyond the minimum may occur in any year of the evaluation cycle and may be included in the summative evaluation.
 - c. **Walk-through Observations** are brief classroom or work space visits, generally five to ten minutes in duration, for the purpose of monitoring the teaching and learning process. Such observations are generally unannounced and do not include a conference or required written report. Brief oral or written feedback to the employee may be provided at the observer's discretion, but is not required unless specific deficiencies are noted. Walk-through observations may occur in any year of the evaluation cycle and may be included in the summative evaluation.
- G. **Self Assessment and Reflection.** Teacher self-reflection is essential for professional growth and development. The teacher/educational specialist will reflect on the evaluation criteria and identify area(s) of growth. These identified areas will be used to develop the individual professional development plan.
- H. **Professional Development Plan.** A Professional Development Plan consists of one or more professional development goals, strategies to achieve each of the goals, and a means of measuring success. On an annual basis,

each teacher/educational specialist shall develop a Professional Development Plan based on the results of his/her most current evaluation. The Plan is to be developed in collaboration with his/her evaluator. The professional growth goals will be selected by the teacher and will be based on an area identified in the self-audit of the evaluation criteria, previous evaluator feedback, a content specific growth area, and/or evaluation rubric.

- I. **Summative Evaluation.** Summative evaluation takes place at the end of the evaluation cycle and includes the assessment of all components of the evaluation process. The following Summative Report is based upon classroom observations, formal and informal evaluations, and review of instructional artifacts, including lesson plans, student assessments instruments, and other areas of the duties assigned to a certificated teacher of the Raymond Central Public Schools, as set forth in Board of Education policy, administrative regulations, contract, and job descriptions. The Summative report is cumulative and incorporates performance by the certificated teacher/education specialist on a continuous basis during the employee’s tenure with the School District. The teacher and evaluator will meet to discuss the evaluation.

- J. **Gathering Evaluation Data.** The district’s evaluation system is supported by data gathered from multiple measures of teacher and educational specialist performance, including but not limited to the following:
 - a. Direct observation of work performance.
 - b. The collection of data/artifacts. Evaluators shall endeavor to collect a wide variety of data regarding employee performance including artifacts such as lesson plans, student work, and similar data.
 - c. Student perception data.
 - d. Student achievement/program performance data.
 - e. Evidence of professional development.
 - f. Self-assessment/reflection. The Board encourages the use of a self-assessment and reflection process as a component of the evaluation system, but its use shall not be mandatory.

- K. **Training/Review of Teacher Performance and Evaluation Framework.** The evaluation procedures shall be annually communicated in writing to those being evaluated. Employees new to the district will receive training on the processes, timelines, and expectations regarding all components of the framework. Returning teachers/educational specialists will receive information regarding the processes, timelines, and expectations regarding all components of the framework.

- L. **Evaluators.** All evaluators of teachers and educational specialists employed by the district shall possess a valid Nebraska Administrative Certificate (e.g. principals, assistant principals, directors). In the case of teachers and educational specialists who are supervised by more than one principal, the Superintendent shall designate one evaluator as the primary evaluator.

- M. **Training For District Evaluators.** The Superintendent of Schools shall be responsible for developing and updating an appraisal procedures manual that shall be approved by the Board of Education. All evaluators shall be annually trained to use the evaluation system employed in the district. The Superintendent or his/her designee shall conduct the training.

Evaluation Cycle Sequence

Probationary - Years 1-3

Required Components	Due Date
Training of Teacher Performance and Evaluation Framework	By August 31

Self-Assessment and Reflection (Years 2 and 3 only)	By August 31
Develop Individual Professional Development Plan (Years 2 and 3 only)	By September 15
Informal Observations (minimum of 3 per year)	By April 1
Formal Observation - Semester 1	By end of Semester 1
Formal Observation - Semester 2	By April 1
End-of-year Reflection Conference on Individual Professional Development Plan (Years 2 and 3 only)	By April 15
Summative Evaluation	By April 15

Tenured/Permanent - Years 4+

Professional Growth Years	
Required Components	Due Date
Review of Teacher Performance and Evaluation Framework	By August 31
Self-Assessment and Reflection	By August 31
Develop Individual Professional Development Plan	By September 15
Informal Observations (minimum of 3 per year)	By May 1
End-of-year Reflection Conference on Individual Professional Development Plan	By May 1
Evaluation Year	
Required Components	Due Date
Review of Teacher Performance and Evaluation Framework	By August 31
Self-Assessment and Reflection	By August 31
Develop Individual Professional Development Plan	By September 15
Informal Observations (optional)	By April 1
Formal Observation	By April 1
End-of-year Reflection Conference on Individual Professional Development Plan	By April 15
Summative Evaluation	By April 15

APPENDICES

APPENDIX A: Evaluation Criteria Rubric

DOMAIN I: Teacher Planning and Preparation - The teacher plans using district and state content standards, district supported curriculum, instructional materials, and strategies, evidence-based resources, data, and community context to address the needs of each student in achieving rigorous learning goals.				
Performance Indicator	Needs Improvement	Progressing	Proficient	Innovating
<p>Indicator I.a. Standards and Objectives</p> <ul style="list-style-type: none"> ● Designs lessons with clear measurable goals closely aligned with state standards, district curriculum resources and unit outcomes ● State standards, district curriculum, and lesson goals are aligned, written, visually displayed, and verbally referenced throughout the lesson 	<p>Learning objectives are rarely:</p> <ul style="list-style-type: none"> ● Developmentally appropriate and written from content standards ● Displayed and verbally referenced during opening and closure ● Connected to prior learning ● Interacted with by students throughout the lesson <p>During each unit and/or lesson, teachers rarely:</p> <ul style="list-style-type: none"> ● Share success criteria for the learning objective ● Have regular routines for students to interact with the learning objective 	<p>Learning objectives are occasionally:</p> <ul style="list-style-type: none"> ● Developmentally appropriate and written from content standards ● Displayed and verbally referenced during opening and closure ● Connected to prior learning ● Interacted with by students throughout the lesson <p>During each unit and/or lesson, teachers occasionally:</p> <ul style="list-style-type: none"> ● Share success criteria for the learning objective ● Have regular routines for students to interact with the learning objective 	<p>Learning objectives are consistently:</p> <ul style="list-style-type: none"> ● Developmentally appropriate and written from content standards ● Displayed and verbally referenced during opening and closure ● Connected to prior learning ● Interacted with by students throughout the lesson <p>During each unit and/or lesson, teachers consistently:</p> <ul style="list-style-type: none"> ● Share success criteria for the learning objective ● Have regular routines for students to interact with the learning objective 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to teachers:</p> <ul style="list-style-type: none"> ● Creating differentiated lessons and/or collaborate with others ● Integrating across content standards/disciplines ● Serving on state standards committees
<p>Indicator I.b. Lesson Planning, Structure, Pacing, Instructional Materials, and Activities</p> <ul style="list-style-type: none"> ● Every lesson maximizes instructional minutes ● GANAG - Every lesson begins with a clear learning goal, opportunities for application and student summary ● Uses all students' abilities, 	<p>Lesson Plans/Units/Pacing Schedules/Instructional Materials/Activities rarely:</p> <ul style="list-style-type: none"> ● Facilitates learning from bell to bell ● Incorporate smooth transitions, pre-established routines and procedures ● Include comprehensive scope and sequence ● Differentiation is evidenced in regards to student's ability, culture, 	<p>Lesson Plans/Units/Pacing Schedules/Instructional Materials/Activities occasionally:</p> <ul style="list-style-type: none"> ● Facilitates learning from bell to bell ● Incorporate smooth transitions, pre-established routines and procedures ● Include comprehensive scope and sequence ● Differentiation is evidenced in regards to student's ability, culture, 	<p>Lesson Plans/Units/Pacing Schedules/Instructional Materials/Activities consistently:</p> <ul style="list-style-type: none"> ● Facilitates learning from bell to bell ● Incorporate smooth transitions, pre-established routines and procedures ● Include comprehensive scope and sequence ● Differentiation is evidenced in regards to student's ability, culture, 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher:</p> <ul style="list-style-type: none"> ● Incorporating resources beyond the school curriculum ● (e.g., teacher-made materials, manipulatives, resources from museums, cultural centers, etc.) ● Creating and allowing different ways for students

<p>cultural norms, and personal, family, and community experiences to prepare for differentiated, relevant, and rigorous instruction</p> <ul style="list-style-type: none"> Evidence of daily lesson plan, unit plans, and pacing schedules submitted 	<p>and experiences in content, process, product and/or learning environment</p> <ul style="list-style-type: none"> Provide time for reflection for both teacher and students to develop deeper thinking, understanding, and focus for future lessons Provide for student-student interaction Induce student inquiry and engagement Incorporate technology Incorporate resources beyond the school curriculum (e.g., teacher-made materials, manipulatives, resources from museums, cultural centers, etc.) May sometimes include activities or materials that are gamelike and/or involve simulations, and/or self-direction and self-monitoring 	<p>and experiences in content, process, product and/or learning environment</p> <ul style="list-style-type: none"> Provide time for reflection for both teacher and students to develop deeper thinking, understanding, and focus for future lessons Provide for student-student interaction Induce student inquiry and engagement Incorporate technology Incorporate resources beyond the school curriculum (e.g., teacher-made materials, manipulatives, resources from museums, cultural centers, etc.) May sometimes include activities or materials that are gamelike and/or involve simulations, and/or self-direction and self-monitoring 	<p>and experiences in content, process, product and/or learning environment</p> <ul style="list-style-type: none"> Provide time for reflection for both teacher and students to develop deeper thinking, understanding, and focus for future lessons Provide for student-student interaction Induce student inquiry and engagement Incorporate technology Incorporate resources beyond the school curriculum (e.g., teacher-made materials, manipulatives, resources from museums, cultural centers, etc.) May sometimes include activities or materials that are gamelike and/or involve simulations, and/or self-direction and self-monitoring 	<p>to demonstrate mastery</p> <ul style="list-style-type: none"> Allowing opportunities for student choice Utilizes technology to provide opportunities for students to engage in individualized learning
<p>Indicator I.c. Grouping students</p> <ul style="list-style-type: none"> The instructional grouping (either whole class, small groups, pairs, individual, etc.) is intentionally designed utilizing a variety of grouping strategies to engage students and accomplish the goal of the lesson. 	<p>Instructional Groupings rarely:</p> <ul style="list-style-type: none"> Are varied according to learning objectives Allow students to participate in a variety of roles and responsibilities Hold students accountable Facilitate opportunities for students to set goals, reflect on, and evaluate their learning Are varied in composition according to race, gender, ability, and age 	<p>Instructional Groupings occasionally:</p> <ul style="list-style-type: none"> Are varied according to learning objectives Allow students to participate in a variety of roles and responsibilities Hold students accountable evaluate their learning Are varied in composition according to race, gender, ability, and age Facilitate opportunities for students to set goals, reflect on, and evaluate their learning Are varied in composition according to race, gender, 	<p>Instructional Groupings consistently:</p> <ul style="list-style-type: none"> Are varied according to learning objectives Allow students to participate in a variety of roles and responsibilities Hold students accountable Facilitate opportunities for students to set goals, reflect on, and evaluate their learning Are varied in composition according to race, gender, ability, and age 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher:</p> <ul style="list-style-type: none"> Facilitates student leadership in group roles and responsibilities Creating various groupings of students across content areas and/or grade levels to enhance student learning

ability, and age

DOMAIN II: The Learning Environment - The teacher creates and maintains a learning environment that promotes student engagement and fosters positive relationships, inclusivity, social-emotional development, and academic growth and achievement.

Performance Indicator	Needs Improvement	Progressing	Proficient	Innovating
<p>Indicator II.a. The teacher creates an optimal classroom climate where students feel safe to learn</p>	<p>The teacher rarely creates an optimal classroom climate where students feel safe to learn by:</p> <ul style="list-style-type: none"> Modeling teacher-student and peer interactions that are friendly and respectful Being receptive to student interests and opinions Fostering a sense of belonging regardless of their identity, family background, learning preferences, or education level Successfully re-engaging students who are off task Establishing clear routines and procedures, sets and maintains 	<p>The teacher occasionally creates an optimal classroom climate where students feel safe to learn by:</p> <ul style="list-style-type: none"> Modeling teacher-student and peer interactions that are friendly and respectful Being receptive to student interests and opinions Fostering a sense of belonging regardless of their identity, family background, learning preferences, or education level Successfully re-engaging students who are off task Establishing clear routines and procedures, sets and maintains 	<p>The teacher consistently creates an optimal classroom climate where students feel safe to learn by:</p> <ul style="list-style-type: none"> Modeling teacher-student and peer interactions that are friendly and respectful Being receptive to student interests and opinions Fostering a sense of belonging regardless of their identity, family background, learning preferences, or education level Successfully re-engaging students who are off task Establishing clear routines and procedures, sets and maintains 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher:</p> <ul style="list-style-type: none"> Building student leadership opportunities to create and sustain a positive culture Creating a classroom environment where students promote equity and equality for all students
<p>Indicator II.b. The teacher creates an optimal physical classroom space</p>	<p>The teacher rarely creates an optimal physical classroom space by:</p> <ul style="list-style-type: none"> Organizing the physical space for effective and efficient instruction Ensuring readily available materials, supplies, and equipment Ensuring all equipment is in good working order 	<p>The teacher occasionally creates an optimal physical classroom space by:</p> <ul style="list-style-type: none"> Organizing the physical space for effective and efficient instruction Ensuring readily available materials, supplies, and equipment Ensuring all equipment is in good working order 	<p>The teacher consistently creates an optimal physical classroom space by:</p> <ul style="list-style-type: none"> Organizing the physical space for effective and efficient instruction Ensuring readily available materials, supplies, and equipment Ensuring all equipment is in good working order 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher:</p> <ul style="list-style-type: none"> Generating flexible seating options Utilizing alternative classroom settings Takes risks to create flexible alternatives with the classroom space
<p>Indicator II.c. Equitable learning opportunities are created allowing success for all students regardless of social or academic performance level</p>	<p>The teacher rarely:</p> <ul style="list-style-type: none"> Uses verbal and nonverbal behavior cues for all students to ensure that each student feels 	<p>The teacher occasionally:</p> <ul style="list-style-type: none"> Uses verbal and nonverbal behavior cues for all students to ensure that each student feels 	<p>The teacher consistently:</p> <ul style="list-style-type: none"> Uses verbal and nonverbal behavior cues for all students to ensure that each student feels 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher:</p> <ul style="list-style-type: none"> Pioneering new strategies

	<p>welcome</p> <ul style="list-style-type: none"> Builds individual positive relationships with each student in the classroom Establishes clearly defined expectations to ensure equitable access to learning opportunities for all students Displays understanding of each student’s anticipated learning difficulties and accommodate for their needs Models a sense of cultural awareness and discourages negative attitudes (such as privilege and racism) Empowers students to take ownership of their learning Maintains a strict level of sensitivity to student backgrounds and experience 	<p>welcome</p> <ul style="list-style-type: none"> Builds individual positive relationships with each student in the classroom Establishes clearly defined expectations to ensure equitable access to learning opportunities for all students Displays understanding of each student’s anticipated learning difficulties and accommodate for their needs Models a sense of cultural awareness and discourages negative attitudes (such as privilege and racism) Empowers students to take ownership of their learning Maintains a strict level of sensitivity to student backgrounds and experience 	<p>welcome</p> <ul style="list-style-type: none"> Builds individual positive relationships with each student in the classroom Establishes clearly defined expectations to ensure equitable access to learning opportunities for all students Displays understanding of each student’s anticipated learning difficulties and accommodate for their needs Models a sense of cultural awareness and discourages negative attitudes (such as privilege and racism) Empowers students to take ownership of their learning Maintains a strict level of sensitivity to student backgrounds and experience 	<p>to ensure equitable learning</p> <ul style="list-style-type: none"> Seeking unique ways for students to demonstrate mastery
<p>Indicator II.d. Teacher models and encourages the growth mindset</p>	<p>The teacher rarely models and encourages students to learn from mistakes by:</p> <ul style="list-style-type: none"> Encouraging students to take risks and learn from mistakes Focusing on identifying learning opportunities as they arise Providing multiple and varied opportunities to measure student learning 	<p>The teacher occasionally models and encourages students to learn from mistakes by:</p> <ul style="list-style-type: none"> Encouraging students to take risks and learn from mistakes Focusing on identifying learning opportunities as they arise Providing multiple and varied opportunities to measure student learning 	<p>The teacher consistently models and encourages students to learn from mistakes by:</p> <ul style="list-style-type: none"> Encouraging students to take risks and learn from mistakes Focusing on identifying learning opportunities as they arise Providing multiple and varied opportunities to measure student learning 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher:</p> <ul style="list-style-type: none"> Modeling the power reflection has on the learning process Failing forward Stepping out of their comfort zone Viewing challenges as opportunities
<p>DOMAIN III: Instructional Strategies - The teacher implements evidence-based, district-supported instructional strategies to ensure student growth and achievement.</p>				
<p>Performance Indicator</p>	<p>Needs Improvement</p>	<p>Progressing</p>	<p>Proficient</p>	<p>Innovating</p>
<p>Indicator III.a. Implements a range of evidence-based, district-supported</p>	<p>The teacher rarely:</p> <ul style="list-style-type: none"> Implements instruction, 	<p>The teacher occasionally:</p> <ul style="list-style-type: none"> Implements instruction, 	<p>The teacher consistently:</p> <ul style="list-style-type: none"> Implements instruction, 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to</p>

<p>strategies to ensure each student achieves district and state content standards, learning goals, and instructional objectives</p>	<p>assessment, and feedback aligned to state standards</p> <ul style="list-style-type: none"> • Incorporates research-based instructional strategies that promote learning and growth, and that encourages ALL students to be imaginative, inquisitive, and persistent • Monitors and adjusts instruction for student success • Follows student learning plans with appropriate learning accommodations 	<p>assessment, and feedback aligned to state standards</p> <ul style="list-style-type: none"> • Incorporates research-based instructional strategies that promote learning and growth, and that encourages ALL students to be imaginative, inquisitive, and persistent • Monitors and adjusts instruction for student success • Follows student learning plans with appropriate learning accommodations 	<p>assessment, and feedback aligned to state standards</p> <ul style="list-style-type: none"> • Incorporates research-based instructional strategies that promote learning and growth, and that encourages ALL students to be imaginative, inquisitive, and persistent • Monitors and adjusts instruction for student success • Follows student learning plans with appropriate learning accommodations 	<p>the teacher:</p> <ul style="list-style-type: none"> • Modeling reflection • Takes risks to try innovative lessons • Incorporating student choice and gradual release of responsibility • Utilizing technology to personalize learning and deepen understanding
<p>Indicator III.b. Uses a variety of evidence-based, district-supported resources and multimodal instructional tools to engage students in rigorous learning experiences</p>	<p>The teacher rarely:</p> <ul style="list-style-type: none"> • Teaches strategies and processes explicitly to help students organize information (pictures, diagrams, models, graphic organizers, demonstrations, etc.) • Utilizes relationships with Corporate Partners or personal contacts to bring real world examples and knowledge into the lesson (STEM Culture). • Utilizes technology to provide a rich and rigorous learning experience for ALL students 	<p>The teacher occasionally:</p> <ul style="list-style-type: none"> • Teaches strategies and processes explicitly to help students organize information (pictures, diagrams, models, graphic organizers, demonstrations, etc.) • Utilizes relationships with Corporate Partners or personal contacts to bring real world examples and knowledge into the lesson (STEM Culture). • Utilizes technology to provide a rich and rigorous learning experience for ALL students 	<p>The teacher consistently:</p> <ul style="list-style-type: none"> • Teaches strategies and processes explicitly to help students organize information (pictures, diagrams, models, graphic organizers, demonstrations, etc.) • Utilizes relationships with Corporate Partners or personal contacts to bring real world examples and knowledge into the lesson (STEM Culture). • Utilizes technology to provide a rich and rigorous learning experience for ALL students 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher:</p> <ul style="list-style-type: none"> • Initiating technology use to enhance instruction • Pioneering unique tools and strategies • Piloting a new resource • Collaborating with other teachers • Corporate Partners or personal contacts are embedded into new learning experiences for students
<p>Indicator III.c. Engages students in constructing new and meaningful learning through problem-solving, critical and creative thinking, purposeful discourse, and inquiry aligned with locally determined curriculum and district-supported high quality instructional materials</p>	<p>The teacher rarely:</p> <ul style="list-style-type: none"> • Instructs students to ask questions, identify problems, seek appropriate resources, and persevere in problem-solving • Leads instruction on constructing explanations, designing solutions, and 	<p>The teacher occasionally:</p> <ul style="list-style-type: none"> • Instructs students to ask questions, identify problems, seek appropriate resources, and persevere in problem-solving • Leads instruction on constructing explanations, designing solutions, and 	<p>The teacher consistently:</p> <ul style="list-style-type: none"> • Instructs students to ask questions, identify problems, seek appropriate resources, and persevere in problem-solving • Leads instruction on constructing explanations, designing solutions, and 	<p>In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher:</p> <ul style="list-style-type: none"> • Embeds STEM into new learning experiences for students • Facilitates student inquiry problem, solving, and

	solving problems using evidence. (Challenge, Design, Solve)	solving problems using evidence. (Challenge, Design, Solve)	solving problems using evidence. (Challenge, Design, Solve)	collaboration
DOMAIN IV: Assessment - The teacher systematically uses a balanced assessment system that includes formative, interim, and summative assessments to measure student progress and to inform ongoing planning, instruction, and reporting.				
Performance Indicator	Needs Improvement	Progressing	Proficient	Innovating
Indicator IV.a. The teacher uses diagnostic strategies aligned with district curriculum and state standards, including formative feedback and student self-monitoring, to monitor progress of individual students towards mastery of the objectives	The teacher rarely: <ul style="list-style-type: none"> • Uses both formative and summative assessments aligned to standards to guide learning and adjust future instruction • Provides opportunities for students to regularly self assess and reflect on their progress 	The teacher occasionally: <ul style="list-style-type: none"> • Uses both formative and summative assessments aligned to standards to guide learning and adjust future instruction • Provides opportunities for students to regularly self assess and reflect on their progress 	The teacher consistently: <ul style="list-style-type: none"> • Uses both formative and summative assessments aligned to standards to guide learning and adjust future instruction • Provides opportunities for students to regularly self assess and reflect on their progress 	In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher: <ul style="list-style-type: none"> • Empowering students to demonstrate mastery of the same objective through alternative methods • Empowering students to lead individualized evaluation
Indicator IV.b. Feedback - Provides students with constructive, specific, and frequent feedback during and after instruction to enable students to assess, adjust, monitor, and reflect on their own progress toward learning goals	The teacher rarely: <ul style="list-style-type: none"> • Provides constructive, frequent, and varied feedback to students along with opportunities for students to self assess and reflect on their own learning and progress on meeting learning objectives through the use of rubrics • Circulates and engages with students during instructional activities to support engagement, provide feedback, and monitor student work 	The teacher occasionally: <ul style="list-style-type: none"> • Provides constructive, frequent, and varied feedback to students along with opportunities for students to self assess and reflect on their own learning and progress on meeting learning objectives through the use of rubrics • Circulates and engages with students during instructional activities to support engagement, provide feedback, and monitor student work 	The teacher consistently: <ul style="list-style-type: none"> • Provides constructive, frequent, and varied feedback to students along with opportunities for students to self assess and reflect on their own learning and progress on meeting learning objectives through the use of rubrics • Circulates and engages with students during instructional activities to support engagement, provide feedback, and monitor student work 	In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher: <ul style="list-style-type: none"> • Facilitating opportunities for peer-to-peer feedback • Generating opportunities for real-world professional feedback
Indicator IV.c. Teacher reports out on student progress and growth in relation to district and state standards at grade level	The teacher rarely: <ul style="list-style-type: none"> • Collects evidence of learning and reports progress to parents/guardians 	The teacher occasionally: <ul style="list-style-type: none"> • Collects evidence of learning and reports progress to parents/guardians 	The teacher consistently: <ul style="list-style-type: none"> • Collects evidence of learning and reports progress to parents/guardians 	In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher: <ul style="list-style-type: none"> • Incorporates

	<ul style="list-style-type: none"> Keeps records that are accurate, timely, and of high quality Addresses areas of concern in a timely and positive manner Communicates student progress with families according to district and building policy 	<ul style="list-style-type: none"> Keeps records that are accurate, timely, and of high quality Addresses areas of concern in a timely and positive manner Communicates student progress with families according to district and building policy 	<ul style="list-style-type: none"> Keeps records that are accurate, timely, and of high quality Addresses areas of concern in a timely and positive manner Communicates student progress with families according to district and building policy 	student-specific profile for student growth and learning
DOMAIN V: Professionalism - The teacher exhibits a commitment to professional ethics and the school's vision, mission and goals, participates in professional growth opportunities to support student and self learning, and contributes to the profession.				
Performance Indicator	Needs Improvement	Progressing	Proficient	Innovating
Indicator V.a. PLC's: Actively engages in collaborative school-wide learning communities that meet to reflect on professional practice, examine student data, and identify strategies directly applicable to improving instruction and learning	The teacher rarely: <ul style="list-style-type: none"> Promotes positive interactions with colleagues by sharing ideas and strategies Reflects on professional practice individually and as a team member, using data to drive instructional decisions Collaborates and implements common formative and summative assessments 	The teacher occasionally: <ul style="list-style-type: none"> Promotes positive interactions with colleagues by sharing ideas and strategies Reflects on professional practice individually and as a team member, using data to drive instructional decisions Collaborates and implements common formative and summative assessments 	The teacher consistently: <ul style="list-style-type: none"> Promotes positive interactions with colleagues by sharing ideas and strategies Reflects on professional practice individually and as a team member, using data to drive instructional decisions Collaborates and implements common formative and summative assessments 	In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher: <ul style="list-style-type: none"> Creating and leading the implementation of common formative and summative assessments Developing unique ways to utilize student data Taking initiative to lead the PLC Process
Indicator V.b. Adheres to district/school policies, procedures, and regulations and models ethical behavior in accordance with the established standards of the district	The teacher rarely: <ul style="list-style-type: none"> Communicates with and protects the established rights and confidentiality of students, families, colleagues, and the larger community (including grading practices) Participates in, and implements district and school initiatives Participates in the student support process (504, IEP, 	The teacher occasionally: <ul style="list-style-type: none"> Communicates with and protects the established rights and confidentiality of students, families, colleagues, and the larger community (including grading practices) Participates in, and implements district and school initiatives Participates in the student support process (504, IEP, 	The teacher consistently: <ul style="list-style-type: none"> Communicates with and protects the established rights and confidentiality of students, families, colleagues, and the larger community (including grading practices) Participates in, and implements district and school initiatives Participates in the student support process (504, IEP, 	In addition to demonstrating proficiency, examples of innovation may include but are not limited to the teacher: <ul style="list-style-type: none"> Leading professional development for other staff members Sharing expertise beyond Raymond Central walls

	<p>SAT, etc.) Follows safety procedures</p> <ul style="list-style-type: none"> Follows other district policies, rules and procedures 	<p>SAT, etc.) Follows safety procedures</p> <ul style="list-style-type: none"> Follows other district policies, rules and procedures 	<p>SAT, etc.) Follows safety procedures</p> <ul style="list-style-type: none"> Follows other district policies, rules and procedures 	
<p>Indicator V.c. Reflection, a critical element of professional growth, is practiced consistently for:</p> <ul style="list-style-type: none"> A. Effectiveness of teaching B. Formative and summative assessment C. Student feedback D. Assess rationale for lack of student learning E. Improving learning for ALL students 	<p>The teacher rarely reflects on:</p> <ul style="list-style-type: none"> Strengths and weaknesses as a professional educator including developing a plan for growth Primary goals and learning outcomes of lessons and units Collection and analysis of data to drive instructional practices and student learning Overall student achievement 	<p>The teacher occasionally reflects on:</p> <ul style="list-style-type: none"> Strengths and weaknesses as a professional educator including developing a plan for growth Primary goals and learning outcomes of lessons and units Collection and analysis of data to drive instructional practices and student learning Overall student achievement 	<p>The teacher consistently reflects on:</p> <ul style="list-style-type: none"> Strengths and weaknesses as a professional educator including developing a plan for growth Primary goals and learning outcomes of lessons and units Collection and analysis of data to drive instructional practices and student learning Overall student achievement 	<p>In addition to demonstrating proficiency, examples of teacher innovation may include but are not limited to:</p> <ul style="list-style-type: none"> Seeks opportunities to bring in outside resources
<p>Indicator V.d. Develops positive professional relationships and culturally responsive interactions with all stakeholders</p>	<p>The teacher rarely:</p> <ul style="list-style-type: none"> Expresses unconditional positive regard for students in all situations Recognizes their own personal bias and works to treat all stakeholders with dignity and respect Effectively works through conflict with students and colleagues Takes time to learn about their students and colleagues Maintains a positive perception of parents/guardians, families, and students 	<p>The teacher occasionally:</p> <ul style="list-style-type: none"> Expresses unconditional positive regard for students in all situations Recognizes their own personal bias and works to treat all stakeholders with dignity and respect Effectively works through conflict with students and colleagues Takes time to learn about their students and colleagues Maintains a positive perception of parents/guardians, families, and students 	<p>The teacher consistently:</p> <ul style="list-style-type: none"> Expresses unconditional positive regard for students in all situations Recognizes their own personal bias and works to treat all stakeholders with dignity and respect Effectively works through conflict with students and colleagues Takes time to learn about their students and colleagues Maintains a positive perception of parents/guardians, families, and students 	<p>In addition to demonstrating proficiency, examples of teacher innovation may include but are not limited to teachers:</p> <ul style="list-style-type: none"> New and unique relationship/community engagement Developing new club opportunities responsive to student interests

APPENDIX B: Self-Assessment and Reflection

INSTRUCTIONS: To be completed by the teacher				
Name: _____ Date: _____				
Position: _____ School: _____				
1. Reflect on the evaluation criteria.				
	Needs Improvement	Progressing	Proficient	Innovating
<u>DOMAIN I: Teacher Planning and Preparation</u> - The teacher plans using district and state content standards, district supported curriculum, instructional materials, and strategies, evidence-based resources, data, and community context to address the needs of each student in achieving rigorous learning goals.				
Indicator I.a. Standards and Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator I.b. Lesson Planning, Structure, Pacing, Instructional Materials, and Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator I.c. Grouping Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>DOMAIN II: The Learning Environment</u> - The teacher creates and maintains a learning environment that promotes student engagement and fosters positive relationships, inclusivity, social-emotional development, and academic growth and achievement.				
Indicator II.a. The teacher creates an optimal classroom climate where students feel safe to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator II.b. The teacher creates an optimal physical classroom space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator II.c. Equitable learning opportunities are created allowing success for all students regardless of social or academic performance level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator II.d. Teacher models and encourages the growth mindset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>DOMAIN III: Instructional Strategies</u> - The teacher implements evidence-based, district-supported instructional strategies to ensure student growth and achievement.				
Indicator III.a. Implements a range of evidence-based, district-supported strategies to ensure each student achieves district and state content standards, learning goals, and instructional objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator III.b. Uses a variety of evidence-based, district-supported resources and multimodal instructional tools to engage students in rigorous learning experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator III.c. Engages students in constructing new and meaningful learning through problem-solving, critical and creative thinking, purposeful discourse, and inquiry aligned with locally determined curriculum and district-supported high quality instructional materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>DOMAIN IV: Assessment</u> - The teacher systematically uses a balanced assessment system that includes formative, interim, and summative assessments to measure student progress and to inform ongoing planning, instruction, and reporting.				
Indicator IV.a. The teacher uses diagnostic strategies aligned with district curriculum and state standards, including formative feedback and student self-monitoring, to monitor progress of individual students towards mastery of the objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicator IV.b. Feedback - Provides students with constructive, specific, and frequent feedback during and after instruction to enable students to assess, adjust, monitor, and reflect on their own progress toward learning goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator IV.c. Teacher reports out on student progress and growth in relation to district and state standards at grade level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOMAIN V: Professionalism - The teacher exhibits a commitment to professional ethics and the school's vision, mission and goals, participates in professional growth opportunities to support student and self learning, and contributes to the profession.				
Indicator V.a. PLC's: Actively engages in collaborative school-wide learning communities that meet to reflect on professional practice, examine student data, and identify strategies directly applicable to improving instruction and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator V.b. Adheres to district/school policies, procedures, and regulations and models ethical behavior in accordance with the established standards of the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator V.c. Reflection, a critical element of professional growth, is practiced consistently for: F. Effectiveness of teaching G. Formative and summative assessment H. Student feedback I. Assess rationale for lack of student learning J. Improving learning for ALL students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator V.d. Develops positive professional relationships and culturally responsive interactions with all stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Based on your reflection, determine which domain(s) you would like to focus on for your professional development plan.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I. Teacher Planning and Preparation <input type="checkbox"/> II. The Learning Environment <input type="checkbox"/> III. Instructional Strategies <input type="checkbox"/> IV. Assessment <input type="checkbox"/> V. Professionalism 				

APPENDIX C: Professional Development Plan

INSTRUCTIONS: To be completed by the teacher

Name: _____ Date: _____

Position: _____ School: _____

Duration of Plan from ___/___/___ to ___/___/___ Year in Cycle _____

1. Check the domain(s) you will focus on this school year.

- I. Teacher Planning and Preparation
- II. The Learning Environment
- III. Instructional Strategies
- IV. Assessment
- V. Professionalism

2. Write a one to two-sentence statement targeting your goal to a specific performance component.

3. What activities will you carry out to achieve this goal? Include a timeline for implementation.

4. What kinds of artifacts will you collect and prepare?

5. What are some of the measures you will use to determine if you accomplished your goal(s)?

Teacher Signature _____ Date _____

Goal(s) to be completed by: _____

Reviewed by Evaluator/Administrator Signature _____ Date _____

APPENDIX D: Professional Development Plan Reflection

INSTRUCTIONS: To be completed by the teacher

Name: _____ Date: _____

Position: _____ School: _____

Duration of Plan from ___/___/___ to ___/___/___ Year in Cycle _____

1. What have I accomplished?

2. What have I learned?

3. What new strategies have I used? What practices have I changed? What worked and what didn't?

4. What impact have these changes had on the students (share student work/performance/results). What data were used?

5. What are the appropriate next steps in my professional development to improve both the instruction I deliver and student learning and achievement?

Teacher Signature _____ Date _____

Evaluator/Administrator Signature _____ Date _____

Date of Conference (optional) _____

APPENDIX E: Informal Observation Form

INSTRUCTIONS: Observer completes a description of the teacher's patterns in the class based on the Evaluation Criteria.

Teacher: _____ Observation Date: _____

Observer: _____ Observation Time: _____ to _____

School: _____

Post-Observation Conference Date (optional): _____ Subject or Grade Level: _____

Observer Description

Evaluator/Administrator Signature _____ Date _____

Teacher Signature _____ Date _____

(The teacher's signature indicates that the teacher has read and reviewed the final evaluation summary, not necessarily that the teacher concurs with the contents. Teachers may choose to attach comments.)

APPENDIX F: Pre-Observation Conference Form

INSTRUCTIONS: To be completed by the teacher

Name: _____ Date: _____

School: _____ Subject or Grade Level: _____

Observation Date _____ Time _____

Post Observation Date _____ Time _____

1. What will you be teaching and what content standards will it be addressing?

2. What do you expect your students to know or do by the end of this lesson?

3. What activities will you and your students be doing?

4. How will you know if your lesson is successful for all groups of students?

5. On which evaluation criteria/domain and indicator would you like the observer to focus?

6. Other comments?

Teacher Signature _____ Date _____

Evaluator/Administrator Signature _____ Date _____

(Provide a copy of the lesson plan and other relevant documents including student handouts and teacher materials.)

APPENDIX G: Post-Observation Conference Reflection Form

INSTRUCTIONS: To be completed by the teacher

Name: _____ Date: _____

Position: _____ School: _____

Subject or Grade Level: _____

Observation Date _____ Time _____

Post Observation Date _____ Time _____

1. Do you feel you successfully achieved the lesson objective(s)? Why/why not? What data supports your answer to the previous question?

2. What do you feel worked well and what would you refine if you were to teach this lesson again to the same class?

3. How has this lesson enabled you to grow your skills in the evaluation criteria identified for this observation?

4. Provide several samples of student work on this lesson. This work should reflect the full range of student ability in your class and include feedback you provide to students on their papers. What do these artifacts tell you about student learning?

Teacher Signature _____ Date _____

Evaluator/Administrator Signature _____ Date _____

APPENDIX H: Formal Observation Report

INSTRUCTIONS: Observer completes a description of the teacher's patterns in the class based on the Evaluation Criteria. Use additional sheets as necessary.

Teacher: _____ Observation Date: _____

Observer: _____ Observation Time: _____ to _____

School: _____

Post-Observation Conference Date: _____ Subject or Grade Level: _____

Observer Description

Evaluator/Administrator Signature _____ Date _____

Teacher Signature _____ Date _____

(The teacher's signature indicates that the teacher has read and reviewed the final evaluation summary, not necessarily that the teacher concurs with the contents. Teachers may choose to attach comments.)

APPENDIX I: Summative Evaluation Report

INSTRUCTIONS: Evaluators complete a narrative description based on the evaluation criteria. The description includes classroom observations, analysis and review of student results as described in the shared accountability system, contributions to overall school mission and environment, review of student and parent surveys, and review of professional growth plans and implementation results, and any other documents collected by the evaluator and/or the teacher during the full length of the cycle.

Name: _____ Date: _____

Position: _____ School: _____

Subject or Grade Level: _____

Principal/Administrator: _____

Current Year Phase Status:

- | | |
|--|---|
| <input type="checkbox"/> First-Year Probationary (P1) | <input type="checkbox"/> Year 1 Tenured/Permanent (T1) (Professional Development Goal Year) |
| <input type="checkbox"/> Second-Year Probationary (P2) | <input type="checkbox"/> Year 2 Tenured/Permanent (T2) (Professional Development Goal Year) |
| <input type="checkbox"/> Third-Year Probationary (P3) | <input type="checkbox"/> Year 3 Tenured/Permanent (T3) (Evaluation Year) |

Evaluation Criteria Ratings:

I. Teacher Planning and Preparation

- A. **Indicator I.a.** Teacher adheres to national, state, and district standards and objectives
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
- B. **Indicator I.b.** Teacher utilizes proper lesson planning, structure, pacing, instructional materials, and activities
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
- C. **Indicator I.c.** Teacher demonstrates expertise by grouping students based on specified criteria.
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|

Comments on Domain I:

II. The Learning Environment

- A. **Indicator II.a.** The teacher creates an optimal classroom climate where students feel safe to learn
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
- B. **Indicator II.b.** The teacher creates an optimal physical classroom space
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
- C. **Indicator II.c.** Equitable learning opportunities are created allowing success for all students regardless of social or academic performance level
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
- D. **Indicator II.d.** Teacher models and encourages the growth mindset
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|

Comments on Domain II:

III. Instructional Strategies

- A. **Indicator III.a.** Implements a range of evidence-based, district-supported strategies to ensure each student achieves district and state content standards, learning goals, and instructional objectives
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
- B. **Indicator III.b.** Uses a variety of evidence-based, district-supported resources and multimodal instructional tools to engage students in rigorous learning experiences
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
- C. **Indicator III.c.** Engages students in constructing new and meaningful learning through problem-solving, critical and creative thinking, purposeful discourse, and inquiry aligned with locally determined curriculum and district-supported high quality instructional materials
- | | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Progressing | <input type="checkbox"/> Proficient | <input type="checkbox"/> Innovating |
|--|--------------------------------------|-------------------------------------|-------------------------------------|

Comments on Domain III:

IV. Assessment

- A. **Indicator IV.a.** The teacher uses diagnostic strategies aligned with district curriculum and state standards, including formative feedback and student self-monitoring, to monitor progress of individual students towards mastery of the objectives
 Needs Improvement Progressing Proficient Innovating
- B. **Indicator IV.b.** Feedback - Provides students with constructive, specific, and frequent feedback during and after instruction to enable students to assess, adjust, monitor, and reflect on their own progress toward learning goals
 Needs Improvement Progressing Proficient Innovating
- C. **Indicator IV.c.** Teacher reports out on student progress and growth in relation to district and state standards at grade level
 Needs Improvement Progressing Proficient Innovating

Comments on Domain IV:

V. Professionalism

- A. **Indicator V.a.** PLC's: Actively engages in collaborative school-wide learning communities that meet to reflect on professional practice, examine student data, and identify strategies directly applicable to improving instruction and learning.
 Needs Improvement Progressing Proficient Innovating
- B. **Indicator V.b.** Adheres to district/school policies, procedures, and regulations and models ethical behavior in accordance with the established standards of the district
 Needs Improvement Progressing Proficient Innovating
- C. **Indicator V.c.** Reflection, a critical element of professional growth, is practiced consistently for effectiveness of teaching, formative and summative assessment, student feedback, assess rationale for lack of student learning, improving learning for ALL students
 Needs Improvement Progressing Proficient Innovating
- D. **Indicator V.d.** Develops positive professional relationships and culturally responsive interactions with all stakeholders.
 Needs Improvement Progressing Proficient Innovating

Comments on Domain V:

Dates of Observations _____

Dates of Conferences _____

Recommend Continuation of Employment: Yes No Provisionally

Performance Status: Plan of Assistance Meets

Recommended Next Phase: _____

Rationale: (Text Box)

Evaluator's Signature _____ Date _____

Teacher's Signature _____ Date _____

Comments Attached: Yes No

Comments if yes: (Text)

(Teacher's signature indicates that the teacher has read and reviewed the final evaluation summary, not necessarily that the teacher concurs with the contents. Teachers may choose to attach comments.)

APPENDIX J: Plan of Assistance

PLAN OF ASSISTANCE				
	Employee	Employee Representative	Supervising Administrator	Principal
Name				
Signature				
Date				
Standard(s)				
Problem(s)/Impact(s)				
Performance Goals	Strategies, Activities, and Timelines	Support Structures	Data Collection Method and Sources	Evidence of Progress